[Company Name]  
[Address, City, STATE, Zip]  
[Contact]  
[Website]

Dear [Name]

I am Ronald Mark, the CEO of [X] company, and writing this letter to notify you about the holidays. As you all know this is the holiday season and each one amongst you is eagerly waiting for the announcement of holidays. So, this letter is to bring happiness to your faces. I am thankful to all of you for trusting and working with us. We all have a strong employer and employee relationship, and I am looking forward to having the same kind of relationship in near future as well.

The company will remain closed from 22-12-20XX to 10-01-20XX and in this period all kinds of activities will remain closed. Only two or three senior officers will visit during the start of the new year to have a look at some projects. I hope that you all have got my message well. Enjoy these holidays at your best and spread happiness.

Regards,

Arnold Tom