Hello [X],

Hope you are having a great day. This notice is to inform you about the closing of the office due to Christmas. As you all know well that jovial days are coming so for this reason, we want you to have this time with your loved and closed ones. This announcement is from the head of the company that the company will remain closed for ten days. Do not waste this time and make every minute of it worth living and enjoyable. We have already lost our loved ones due to the pandemic and now the gloomy situation is prevailing around the country. So, cherish the time with your loved ones. You will be informed with a hard copy too as confirmation in the office tomorrow. Make yummy and delicious food, invite your friends and family, renovate your house, and enjoy every bit of Christmas. Hope to see you all after the holiday. Merry Christmas to all of you.

Regards,

[X]