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

RE: Upcoming holiday schedule

Hello, this is Alexander Morph, the CEO of Addison Organization, and the purpose of writing this letter is to make you feel happy with the news of holidays. I know that you all wait a whole year for these holidays, not only you but I am also much excited to disclose this news to you.

First, this thing is mandatory to state that I am heartedly thankful to all of you for being so cooperative and available to me during pandemic days. While all other companies were suffering economic downfall, our company was one of those companies whose economic situation was not affected at all and the credit for all this goes to you. I am very much proud to have all of you as employees.

Addison organization truly fosters its employees and here I am announcing about upcoming holidays. Addison company shall remain closed from 12th December 20XX to 5th January 20XX for 24 days. You all will be surprised now that you have been awarded so many holidays and the reason is that you people worked every single minute during the pandemic. You all are therefore advised to resume your work on 6th January 20XX.

You will also be given a Christmas gift tomorrow from my side as my token of love for you. You will also be provided a hard copy of this notice tomorrow.

Please keep in mind that the virus has not gone yet fully so you have to adopt precautionary measures. Avoid going to rush places and gathering. By following this not only you but others will also be in protection. Take care of your loved ones and enjoy these holidays with your family. Addison Company from the core of its heart wishes a Merry Christmas to all of you in advance. May God be with you always.

Regards,

Alexander Morph