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

Dear all,

Hope you guys have been doing a fantastic job and everything is going well around you. I am John Steward the manager of XYZ Company and writing this letter to notify all of you about the company’s schedule for the upcoming holidays. Convivial and merry-making days are coming as well as Christmas, so everyone wants to spend this time with his beloved ones. We also care for our employees; therefore, we have decided that from the 18th of this month till 5th January 20XX the company will remain closed.

This notification is signed by Miss Hutcheon, the head of XYZ Company and this is the final decision. No changes can be made against it as it has been scheduled as per keeping in view your priorities. During these holidays, you will not be assigned any kind of project and will not be asked regarding working from home. You all are requested to compile all the necessary work within the next three days. Moreover, there will be no indoor and outdoor activities and the company will remain closed totally.

Spread happiness and remember everyone in your precious prayers. Make this Christmas a memorable one. Moreover, a surprising dinner would be given to you within this week, so all of you be prepared well.

You all are awarded a bonus along with the salary for this month. The most important thing is that you have to take full care of your family and yourself in these holidays. As we are still in the shadow of Covid-19 and its cases are getting increased day by day. So, wear your masks wherever you go and be safe. In case of any queries, you all are welcomed to ask anything from me. Thank you and Merry Christmas to all of you.

Regards,

Jon Stewart