[Company Name]  
[Address]  
[Contact]  
[Website]

Dear [TEXT],

Hope that all of you are doing well. I am Lucky Twain; the CEO of [X] Company and this letter’s purpose is to share very important news with all of you. Before coming to the accrual point, I would like to share that all of you are part and parcel of the company. We all are like a body and connected with each other, so we must accompany each other in difficult hours. I understand all your problems and issues. So, I expect you to do the same for the company as well. The company needs your favor and assistance because of certain reasons.

So here I start with the actual problem. I am writing this letter with the purpose of informing you that we are not giving any kind of holidays this year to our employees. I know that you all were eagerly waiting for these holidays and wanted to have quality time with your family and friends.

Sorry for disappointing you but the reason is that the company is going through a major economic crisis. Already we have suffered a lot due to Covid-19 that brought an end to all kind of businesses. The company has suffered a great downfall due to this. As you all had resumed working after the break of five months, I have decided that you all will have no Christmas holidays and the company’s all indoor and outdoor activities will remain continued without any interference. You will come office on regular basis and the timings would also be the same.

I hope that you all will not mind it. As I have discussed above that we all are like a body and connected with each other. So, you must stand by us in this difficult hour. Once the company comes to its original position, I promise that I will give two weeks’ holidays to all of you. I hope that you will understand the situation well. In case of queries or any question you can visit me, I will remain available at company’s head office. Sorry for any kind of inconvenience. Best of wishes to all of you.

Regards,

Zenith Marlow