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

Dear [TEXT],

I am writing this letter with a saddened heart to inform you that ABC Company will not remain closed on Christmas occasion. You were notified earlier through email that one week’s holidays would be given to you but now the company has decided to take its decision back.

I know that this is heartrending news for you, but it was the last option that could save the company from going into a further downfall. I have great respect for all my employees and owe all of them. It is with the efforts of you guys that the company has reached the height of the skies. It is now your turn again to be with us to bring the company back to its actual position and I have great expectations from all of you.

This is the time of the year when everyone looks for holidays and wishes to spend this time with loved ones. I as the owner of the company also look for these holidays. But this year due to some economic crisis the company has decided to not give any single holiday to you. The company’s shares have lowered down, and we earned no profit this year.

All of you will come to the office on regular basis. You do not have to disappoint at all by not getting holidays because I have a great surprise for you. We will celebrate Christmas this year in the office and in this way you all will have a chance to know more about each other. Moreover, Christmas dinner would be given to you from my side and you all will get your gifts too.

Keeping in view afore told scenario I hope that you will understand the situation well. If you have any question in your mind, then you can ask without hesitation, but no changes will be made in the current notice. Thank you.

Regards,

Jane Louis