Date of the notice

Contact details.

**Re. Notification of the Easter Holidays**

Dear Staff,

I am delighted to share this news with all of you. With reference to the above-cited subject, it is evitable that you all are excited enough and I am sure you all are having red faces while reading further. I am excited to share that the Easter dates have been announced and the office shall remain closed from 3rd April 20XX to 6th April 20XX.

All the projects that are already going on shall be dealt with after returning to the office. All the deadlines and meetings coming between the mentioned dates will be extended and rescheduled later. However, staff from the Sales Department shall reschedule their calls and continue their SMS Provision Services during holidays except for Easter Day. To treat you for this Easter, an additional amount of 1.7% shall be paid to employees without distinction along with their salaries to be paid before 3rd April 20XX.

 Due to the current situation of the pandemic, we have declined the idea of celebrating the Easter Dinner in the office as it goes against the conduct of SOPs ordained. We wish you an exciting and delightful Easter suffused with beautiful and memorable moments bringing amelioration for you and your health. We thank you for your continued association and appreciate your competence with a proficient demeanor team while giving your best.

Thank you.

Regards

David Henfield  
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UDLPC Groups  
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