**Date:**

**To**

**[The Recipient]  
[Address]**

**Re. Announcement of The Halloween**

Dear Employees, this letter would bring a big smile to your face as it does not deal with an official notification for a contract, tender, proposals, or any other organizational affairs, instead, it is to announce the holidays for Halloween which is coming near in the next week.

Being human, events are always attractive as they do not only bring feasts and celebrations but give you an extra off from the work to relax and get relieved from the hectic routine. Therefore, we must make full of these events as they come and then flee like they were never here. Making good memories should be the prime goal of such events.

As Halloween is here, the official authorities have decided to give an extra off to give extra relief to the workers Our workers are one of the most precious assets we have, therefore, their well-being and comfort are always one of our top priorities. We want you to make full use of this extra relief and enjoy all the Halloween fiestas and parties. Get ready for the spooky costumes and giving bizarre looks for the costumes and celebrate this Celtic tradition.

There will be a Halloween holiday from (DATE) to (DATE). From (DATE), there would be a slight change in the schedule which will be communicated to you by message or email. For any query, please write to us at [EMAIL] or call at [PHONE].

Regards,

[Name]  
[Designation]  
[Company]  
[Date]