**Date:**

**To**

**[The Recipient]  
[Address]**

**Re. HALLOWEEN HOLIDAY ANNOUNCEMENT**

Dear All,

I am [NAME] and extremely glad to announce an important event holiday. Due to COVID-19, our lives remained dull, dark, and stagnant eve decaying our mental health to a much extent. The [COMPANY] has always been striving for excellence not only to excel in the business but also in making its employees safe, sound, and happy.

Gladly speaking, it is Halloween here. Officially, the authorities have decided to give an extra off to complement the Halloween holiday with a Sunday. However, we still have some restrictions and implementations to be followed but we believe the event will bring some relief and relaxation. Thus, the company has counted the holidays for the Halloween celebration from [DATE] to [DATE].

The company also plans to celebrate the Halloween party in the office on [DATE]. On that day, no office work shall be done and thus, all the other official activities would be suspended for the next working day. So, it is to say that all of you must get ready and tailor your spooky costumes and bizarre masks to celebrate the Celtic cultural and religious tradition.

From [DATE], office timings shall be from [xx:xx] to [xx:xx] with a lunch break of [X] from [xx:xx] to [xx:xx]. For any query, do not hesitate to dial [PHONE] or write to the manager at [EMAIL]. All the information has been uploaded to the employees’ portal.

Thank you for all that you have done for the company so far including tireless hard work, extra working hours, and complete professional conduct. Thanks.

Regards,

[Name]  
[Desig]  
[Company]  
[Date & sign]