Date

To:

The staff:  
Name of the company:

**Subject: Eid Greetings**

Respected staff,

ABC Company wishes you a very warm and blissful Eid. We pray that this event brings lots of joy, happiness, peace, and prosperity for you and your family.

While you celebrate this special and auspicious day during the Eid holidays, please don’t forget to share your bliss with those who cannot afford to spend this day and rejoice like you.

With this, the company is organizing an Eid party in the company after the holidays have finished. In addition, the company shall remain closed from 2nd May 20XX to 5th May 20XX.

With warm wishes and regards,

Name of the sender

Signatures

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