**Memo**

Memo to: The staff of the ABC College

From: The Principal

Date: 13th December 202X

Subject: Christmas event announcement

On the happy and auspicious event of Christmas, I would like to wish you all you Merry Christmas. I hope this day will bring a lot of happiness and joy to your life. This memorandum is being issued to inform all of you regarding the following key decisions taken by our college administration

* The college shall remain closed for all students from 20th December 202X (Thursday) to 3rd January 202X (Friday). No academic and non-academic activity will be carried out in college for any student of any grade
* For academic staff and other staff members, the college will remain open till 3rd December 202X
* The admin office will reopen on 2nd January 202X
* All the academic and non-academic activities of the college will resume o 3rd January 202X and we expect all the students and teachers to be present in the school
* Further announcements regarding the examination will be made in another notification.

With this, I would like to send my best and warm wishes in the happy, chilling, and joyous season of Christmas. I hope that all of you will have a tremendous time with your friends and family in these precious moments of the year. I also wish you a very Happy New Year and pray that this year will bring new hopes, good news, and a lot of love into the life of all of you.

May all of you have a wonderful Christmas day and a wonderful start to the year 202X.

Signatures

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