**Memo**

Memo to: The staff of the company

From: The manager

Date: 13th December 202X

Subject: Christmas event announcement

To give enough time for relaxation and celebration on the event of Christmas, the company would like to inform all of you regarding the Christmas holidays in 2022:

* The company will remain closed from 24th December 202X to 2nd January 202X
* The offices of the company will be opened on 24th December 202X also
* All the operations of the company will resume on 2nd January 202X at 8 am

I extend best wishes to all the members of the company who are working day and night for the progress and prosperity of the company.

May you have a very happy and joyful Christmas event and may you enjoy this happy time with your friends and family with full religious enthusiasm.

to know anything regarding this announcement notification, you can contact Mr. Johnsons, the supervisor of the company

May you have a very happy New Year 2023.

Signatures

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