To: The staff members

From: The CEO of the company

Date: [DATE]

Subject: New Year and Christmas holiday announcement

Respected staff members

Finally, the most awaited and beautiful part of the year has come that brings a lot of happy events, the family gets together, free time to relax, and much more. It is the best time of the year as we get to celebrate the birthday of Jesus Christ and also welcome New Year with zeal and zest.

We are so happy to announce that the company will remain closed from 25th December 202X to 3rd January 202X. The regular working of the company will resume on 4th January 202X. We expect you to come back to the same energy level at which you have gone to the break

At this happiest time of the year, I would like to extend prayers for all of you to have a joyful Christmas event with your friends and family members and a very happy and exciting start to the New Year. I pray that we all have a wonderful start to the year and may our all wishes come true that we have in our hearts.

You can contact me if you want to know anything. Wish you a very warm Merry Christmas and a joyful and happy New Year.

Regards,

[Your Name]  
[Other text]