To: The Recipient(s)

From: [The CEO of the company]

Date:

Subject: Holiday announcement for [XYZ]

Respected staff members,

I know that many of you are giving a final touch to your projects because you want to have a stress-free break time due to Christmas. We would like to stress taking a break from everything and focusing on spending time with our loved ones and giving a warm welcome to the New Year along with Christmas celebrations.

The company shall remain closed from 25th December 202X to 1st January 202X. It is a great time for all of us to focus on holidays and make the best time in this break. If you have any questions or need any kind of support, you should never hesitate to contact me. I would be here to answer your all queries without any concern.

I hope that all of you will return to work on the said date with the same enthusiasm and joyful feelings with which you are taking a break.  I wish you a very warm New Year and a very happy Christmas. Please extend your prayers for me, the staff, and the company.

Regards.

[Your Name]  
[Other text]