Date: [DATE]

To: The staff members

From: The manager [XYZ] of [Z]

Subject: New Year holiday announcement

Respected staff members,

As you all know that New Year is going to start, and it is time to gear up for a new and more exciting part of our life. We would like to announce a holiday on 1st January 202X. The company will remain closed on 1st January 202X for all the activities in every department. The resumption of services will be observed on 2nd January 202X at 9 am.

We wish you the best of luck for New Year and hope that this year will bring a lot of happiness, success, and prosperity to your life. We also hope that you will keep yourself committed to working with diligence for the company. May you all have a wonderful New Year’s Day and a joyous evening. I expect to see all of you back to work on the date and time defined in the upper part of the letter

If you want to know anything, you can contact me on my office phone number.

Regards

[Your Name]  
[Other text]