Date: [DATE]

To: The staff members

Form: The CEO [Ms. Ifrah Gull]

Subject: New Year holiday announcement

Respected staff members,

Finally, the most exciting time of the year has come and all of us are ready to welcome the New Year and say goodbye to this year with a heavy heart but new hopes. To let all of you spend New Year’s first with zeal and zest, praying and relaxing with friends and family, the company has announced a holiday on 1st January 202X.

The resumption of services will take place on 2nd January 202X at 10 am. All the employees are expected to return to work on 2nd January as soon as the holiday time is over.

On this beautiful occasion of the New Year, I wish all of you a very happy New Year. I wish that this year brings a lot of happy moments and joyful events to your life. I also hope that a new start of the year will have a positive on our life. I pray that you get success and prosperity in this upcoming year.

On this occasion, please extend your prayers for the prosperity and progress of the company also. We would like to assist you in every matter if you have anything to ask. Feel free to contact me on my cell number or email if you have any queries. I hope to see all of you with smiling faces back to work.

Regards.

[Your Name]  
[Other text]