[Company Name]  
[Address, City, STATE, Zip]  
[Contact]  
[Website]

To

[The Recipient(s)]

Subject: Halloween closing letter to staff

Dear all,

This letter of mine aims to bring smiles to your faces after a monotonous routine of intensive work as I am going to share an exciting announcement with you all. I hereby announce that we shall be closed on account of Halloween day celebrations on the 31st of October. Most exciting thing is that this date is followed by a Sunday so you can double your enjoyment and excitement. We all wait eagerly for events to come in our lives so as to provide us some relief from the daily working routines of life. And as far as a working person is concerned, he always looks for some period of relaxation and a bit of extra off from the working period.

With this announcement, we hope you will all enjoy your time by means of Halloween day, wear spooky dresses, create a spine-chilling atmosphere and make yourself mysterious to your friends and family members because that will be no other day but the Halloween day. At the same time, we also hope you will be invited to attend various parties and get together.

As I told you in the earliest part of the letter, Halloween day is going to be celebrated on 31st of October this year, CEO of our company has directed all company offices across the state to arrange a Halloween party and bone fire on the 2nd of November, 20XX, which is very next working day after closing. So, you all are also requested to attend the office with your scary and mysterious dresses because the bone fire will be arranged by the company on the said date in order to add to your excitement. Wishing you all the best for the said event.

Yours sincerely,  
[XYZ]