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

To

[The Recipient(s)]

Subject: Halloween closing letter to staff

Dear all,

I am Garry, Liaison officer of this company and I am writing this letter to all of you on behalf of the CEO, who is pleased to announce that we shall be closing on 31st of October, 20XX on account of Halloween day celebrations. This will be an official closing aimed to provide you some relaxation after a lot of work burden.

Another exciting thing regarding this matter is that Halloween day is being celebrated on the 31st of this month which will be followed by a Sunday as well. In order to add to your excitement, the CEO has decided to maximize your relaxation and announced another off day after Sunday. So, in this way, there will be three work closing days including a sandwiched Sunday starting from 31st of October, 20XX.

The company has also decided to celebrate the said event in the office on the very next day of closing when you all will rejoin the office. That will be the half-day coupled with the Halloween party from 5 p.m. to 8 p.m. with a bone fire to add further to your excitements. I hope this event is going to be an exciting one for all of you so sleeve yourself up for the fun with your scary and mysterious appearance and spine-chilling environment. Wish you all the best for the said event.

In case of further queries, you can call the company head office at [number].

Yours sincerely,  
[XYZ]