**[Company Name]**

**To**

**[The Recipient Details]**

**Re. Happy Eid**

Dear all, this letter has been written to greet you with the happiness of Eid and all the felicitation it brings. Eid is one of the most important and most awaited events for the Muslims and we, [THE COMPANY], congratulate all the Muslims on a very happy Eid. The event of Eid is celebrated with full zeal and zest, and we want you to express the same zeal and zest this Eid as we are planning to have a dinner together on [DATE].

We are also pleased to announce the Eid holidays from [DATE] to [DATE]. The office will be closed from [DATE] and will be reopened on [DATE]. From [DATE], office timings shall be [XX: XX] to [XX: XX].

We expect you to return to the office completely refreshed and more productive. Celebrations and events are meant to make us happy and relax. They are here to make us feel relieved and get our life reset and refreshed. So, enjoy this Eid and refresh yourself to get back to the work in a better and more productive way.

We wish all of you all the best in your future endeavors to achieve higher milestones and make us proud. Thank you for being part of [NAME THE COMPANY]. We are a team and a family and, thus, by family we mean the union our staff shows. We want you all to stay connected and achieve betterments for yourselves and the people around you.

Have a very happy Eid.

[Company Name]  
[DATE]