**[Company Name]**

**To**

**[The Recipient Details]**

**Re. Greeting Eid to All of Our Staff Members**

Dear all,

This letter, collectively, aims to greet all of you very happy Eid. The letter greets Eid happiness and blessings. We wish you a very happy Eid that brings joy, health, prosperity, and many blessings to yours. Eid is meant to bring joy and celebrate the completion of the month of Ramadan. We wish you all the best of luck on this Eid and hope for a better future together.

We are planning to organize a dinner for the office staff. This will provide us a chance to sit together and have casual conversations and fun. Round the year, everyone is always steeped in office work and projects. These events provide us a way to know each other personally and develop our professional relationships.

Moreover, the felicitating events help us to reset our routines and relax our brains that have become hectic with work. On this Eid, promise yourself to relax during these holidays and make full use of leisure by visiting your families, relatives, and friends.

We will send you further details for Eid dinner with office staff soon through SMS. Please stay updated and join the dinner to have lots of fun and celebrate Eid with your colleagues. We also take this moment to appreciate your sheer dedication, devotion, and hard work at work. We are one of the top companies because of the hard work and loyalty you have put in. Thank you.

Best Regards

[Company Name]  
[DATE]