To

[The recipient]  
[Business Name]  
[Address]

**Re. Holiday Announcement due to Christmas**

Dear all,

I am happy to announce the biggest announcement of the year. We all keep waiting for this time of year. I am writing to inform you that the board has decided to allow ten days' holiday from work. Yes, it is true!

The office shall remain closed from [DATE] to [DATE] owing to the Christmas holidays. We shall arrange an official dinner on the eve of Christmas in which all the office staff, executive members, contractual employees, and board executives shall participate. To keep it limited, we are not inviting employees’ families like the previous year. The date and venue of the dinner shall be informed later through SMS and in the WhatsApp official group.

We are also decorating a Christmas tree in the office. We shall have a tea break from [TIME] to [TIME] tomorrow [DATE] together.

There shall be no office work from [DATE] to [DATE], however, we encourage you to stay available in case of urgent tasks in the second half of the holidays. In case of any queries, write to me at [EMAIL]. Thank you.

Happy Christmas in advance!

Warmly.

[Your Name]  
[First -Last Name]  
[Business Name]  
[Address]  
[Location]