[Company Name]  
[Company Address]  
[City, State, ZIP Code]  
[Phone Number] | [Email Address]  
[Date]

**Subject: Christmas Holiday Schedule Notification**

Dear Team,

I am delighted to announce the biggest holiday season of the year. Yes, you guessed it right: I am here to announce the Christmas holidays. The company has decided to close the office for ten days. The office will remain closed from 23rd December 202X to 3rd January 202X. During these ten days, the office will call you for two celebrations: Christmas and New Year’s Eve.

To help you plan, please take note of our official Christmas and New Year holiday schedule:

Christmas Holiday Schedule:

* Monday, December 22, 2025 – Office closes at 1:00 PM
* Thursday, December 25, 2025 – Closed for Christmas Day
* Friday, December 26, 2025 – Closed (Boxing Day or additional observance, if applicable)
* Thursday, January 1, 2026 – Closed for New Year’s Day

We will resume regular business hours on Tuesday, January 2, 2026.

We are glad to bring you another piece of good news. The company board has agreed to increase the basic salary by 20%. The application to the board was submitted on [date], which was put aside for a very long time. In this time of merriment and relief, it is good to have your salaries increased. However, the increase shall be effective from January 1, 202X.

The company owes you a lot, as it is because of our dedicated and hardworking employees who contributed to the best case of this company. Many employees worked extra hours without being paid for the extra time.

The company has Christmas gifts for all the employees. Please collect your gifts from the Human Resources Outer Counter while leaving. The office shall reopen on January 4th, 20XX, at 9 AM. Please be on time. Stay safe, healthy, and happy. We wish you a lot of success this Christmas. Thank you.

Warm regards,  
[Your Name]  
[Your Position]  
[Company Name]