**To**

**[The Recipient detail]**

**Re. Christmas Holidays Schedule for Office Staff**

Dear all,

The letter has been sent from the Head of the Human Resource Department, Employees, and Internal Affairs Section. As you know Christmas is just around the corner. We decided to make the announcement earlier than the traditional time of the Christmas holidays announce to facilitate our employees. It was done for the employees who would be able to plan their holidays and stay organized during holidays. This letter is to officially announce and inform you about the schedule for the Christmas holidays.

The office shall observe the closure for Christmas and New Year’s Eve from December 24th, 202X, to January 2nd, 202X. The office shall reopen on January 3rd, 202X, at 10 AM. You are advised to appear in the office at the given time and stay regular from the first day after the holidays' end.

We take this moment to dedicate one day to the Christmas celebration and celebrate the whole years of sheer hard work, togetherness, dedicated professionalism, and continually striving for excellence. We appreciate our whole team for whatever they did. Every employee made a lot of effort to bring the best for this company. We are grateful to you for your honesty and sincerity to the company and your work.

We appreciate you and want you to continue the same proactivity with more zeal and zest. Revitalize your energy, reset, and gird yourself up for the new year. Make new goals and take the ride up to achieve them. We wish you the best of luck, health, and success. Thank you for being part of this company.

Best Regards

[name]  
[designation]  
[Company]  
[signature with stamp]