**Date:**

**To**

**[The Recipient Name/Title]  
[Designation]  
[Company Name]**

**Re. Merry Christmas and Happy New Year to All the Staff Members of [name the company]**

Dear Employees,

I am pleased to inform you that the Christmas downtime for all of you is here to unwind and get relief from all the stressful and sheer burden of work life. It is never easy to keep a balance between your personal and work life. One of the two is always on the edge of being compromised and neglected to a little extent. However, vacation breaks like Christmas and New Year come to get us a little relief and relaxation for a pretty long time.

I am very excited to announce the Christmas and New Year Eve’s holidays here. The office shall remain closed from [date] to [date]. No official work shall be done either on-site or online during this period. All the running projects shall be held from [date]. The clients shall be notified by the concerned departments’ heads and supervisors. Dispatching of any products and e-mailing during this period is strictly prohibited during these vacations.

We wish you a lot of happiness, good health, and great fortune on this occasion of merriment. We take this moment to appreciate you for your untiring services and dedication at work. We are obliged to you for your great work and sincere efforts for the company. Merry Christmas and Happy New Year!

For any problems during vacation, Mr. [name] shall deal with the urgent queries. You can contact him during the holidays at [email]. Thank you.

Best Regards,

[name]

[signature]

[date of release]