**To**

**[The Recipient Details]**

**Re. Closure of the Office due to Christmas from [date] to [date].**

Dear all,

This letter is to announce a big break from work for you. Yes! It is a delightful Christmas time. Our company is pleased to announce the Christmas holidays from [date] to [date]. Due to severe weather conditions, the Christmas holidays are extended till [date]. However, in case of urgent work, one could be asked for a work-from-home occasionally.

We are also going to host a dinner to celebrate Christmas in the office. The dinner shall be hosted by our reverend Mr. [name], the CEO of the [company name]. We will celebrate Christmas one day before, i.e., on [date] in the evening.

The office shall reopen on [date] at [time]. Please stay regular and be punctual. We are pleased to have you a part of our company. Thank you for contributing to the success of the company.

We take this moment to tell you that we value your services and performance. We love our dedicated team and their work. We wish you the best of luck, good health, excellent well-being of yourself and your family, and a happy life.

A copy of the letter shall be forwarded to all the departments. Any change in the schedule of the holidays shall be informed through an official email address. We will be glad to answer your queries if any, send them to [phone number]

Thank you!

Best Regards

[name]  
[designation]  
[Company]  
[date & signature]