**Sample Email**

Reference:  
To: All Employees

Date:

Subject: **Office Closed for Holidays**

Dear [all employees],

Hope you all are fine and doing well. As we know that the festive season is arriving and we all are looking forward to the holidays. These holidays will allow us all to enjoy the great season and have some amazing time with family and friends.

This email is to inform you all that the office will be closed for [X] days from [DATE] to [DATE] due to the coming festive season. Our premises will remain closed for normal business from [start date] up to and including [last date]. We will start working on normal days from [DATE] and all the business practices will resume on [re-opening date].

During this closure period, we hope that our employees enjoy their time as much as possible. We also hope that after spending the holidays we continue with a new motivation and dedication.

If you have any queries related to the closure period please do not hesitate to contact me.

Hope you all will have a splendid time. We wish you all the best and the warmest of holidays.

Happy Holidays!  
Yours Sincerely,

[The Sender's Signature]  
Sender's Name