Date of the notice

Contact details.

**Re. Closure of Office during Easter 20XX**

Dear Staff,

I am writing this letter to affirm the closure of the office during the Easter holidays. Easter is one the most awaited period for everyone as it is the time we fancy to spend with our family and friends. It is the time to rejoice and celebrate it by creating the best of our memories and the loveliest of the moments.

Everybody likes to spend this time ensuring leisure, amusement, and pleasure. They want this time to coexist with contentment and excitement. To make this true, we have decided to celebrate four days off from work i.e., from 2nd April 20XX to 5th April 20XX. During these days you are not enjoined to do any of the office work or not impelled to accomplish any task.

All the remaining assignments and projects shall be addressed and further looked into after the reopening of the office. After coming back to the office, we would resume working on the remaining HMCs from 6th April 20XX. During these holidays, the Sales department is encouraged to keep working till 2nd April 20XX and stay off from work from 3rd April 20XX to 5th April 20XX.

We wish you a very happy time in these holidays and stay safe. Please take good care of yourself during holidays and try to act upon the SOPs to stay away from the risk of COVID-19. We also wish you safe journeys that are planning to travel and delight.

Office timings after the holidays shall remain the same. Thank you.

Regards

Stephen Hawthorne  
General Manager,  
Lexico Hint Landmark Company  
I-17, Sylvia Stark Heights San Diego  
CA, USA