

## **1. Thông báo nghỉ Tết nguyên đán bằng tiếng Anh**

Dear Valued Partners and Clients,

For your convenience, .....(company's name).....would like to announce our New Year Holiday 2024 as follows:

.....(company's name)..... will be closed to observe Tet Holidays 2024 from ..... to .....

Business operation will resume as normal on .....

We would like to thank you for your support and cooperation in the year 2023 and look forward to receiving your continuing assistance in 2024. We look forward to working with you in the future and contributing to your success.

From all of us .....(company's name)....., we wish you and your family a joyful and prosperous Year of the Buffalo 2024!

See you in the New Year!

## **2. Thông báo nghỉ Tết âm lịch bằng tiếng Anh**

Lunar Tet Holiday Closing Announcement

Lunar Tet Holiday or Vietnamese Lunar New Year is coming soon,.....(company's name)..... would like to inform you about the schedule of New Year Holiday 2024 as following:

.....(company's name)..... will be closed to observe Tet Holidays 20..... from .....day....., .....date..... to .....day....., .....date.....

Business operation will resume as normal on Wednesday, February 1st, 20.....

Many thanks for your kind attention and being appreciative with this situation. On this occasion, we would like to thank you for your support and cooperation in the year 2023 and look forward to receiving your continuing assistance in 2024

Please do not hesitate to contact us if you have any questions.

Wish you and your family a healthy, happy and successful new year.

Happy Tet 2024

## **3. Email thông báo nghỉ Tết nguyên đán bằng tiếng Anh**

Subject: Lunar New Year Holiday Notice

Dear [Recipient's Name],

I hope this email finds you well. As we approach the festive season, I would like to inform you of our upcoming Lunar New Year holiday schedule.

In celebration of the Tet holiday, our company will be closed from [start date] to [end date]. During this period, our offices will be temporarily shut down, and normal business operations will resume on [return date].

We kindly ask for your understanding and cooperation during this time, as there may be delays in responding to emails and processing requests. We apologize for any inconvenience this may cause and appreciate your patience.

If you have any urgent matters that require immediate attention, please feel free to contact [alternative contact person] at [alternative contact email/phone number].

We wish you a joyful and prosperous Lunar New Year. May the Year of the [zodiac animal] bring you good health, happiness, and success.

Thank you for your continued support.

Best regards,

[Your Name] [Your Position] [Your Company]

#### **4. Thông báo nghỉ lễ 2/9 bằng tiếng Anh**

##### **Mẫu số 1:**

##### **Vietnam's National Day Closing Announcement**

Vietnam's National Day – 2/9 is coming,..... would like to inform you about the schedule of Vietnam's National Day 20..... as following:

..... will be closed to observe National Day 20..... from..... to.....

Business operation will resume as normal on.....

Many thanks for your kind attention and being appreciative with this situation. On this occasion, we would like to thank you for your support and cooperation in the year 20..... and look forward to receiving your continuing assistance in 20.....

Should you have any questions, please do not hesitate to contact us.

Wish you and your family a healthy, happy and successful holiday.

Best regards,

##### **Mẫu số 2:**

##### **Announcement of the holidays Vietnam's National Day**

Dear All Valued Customers

We are pleased to get you informed that on the Vietnam's National Day commemoration as follows:

– Vietnam's National Day commemoration: from: .....on September 2th to ..... AM on September 03rd .....

The company announced to customers, partners, agents and all the staff to know and to perform.

Best regards,

Date ()

Chief Executive Officer (Signed)

## **5. Mẫu thông báo nghỉ Tết bằng tiếng Anh**

### **Tet Holiday Closing Announcement**

Tet Holiday or Vietnamese Lunar New Year is coming,..... would like to inform you about the schedule of New Year Holiday 20..... as following:

..... will be closed to observe Tet Holidays 20..... from Friday, January 27th 20..... to Tuesday, January 31st 20.....

Business operation will resume as normal on Wednesday, February 1st, 20.....

Many thanks for your kind attention and being appreciative with this situation. On this occasion, we would like to thank you for your support and cooperation in the year 20..... and look forward to receiving your continuing assistance in 20.....

Should you have any questions, please do not hesitate to contact us.

Wish you and your family a healthy, happy and successful new year.

Happy Tet 20.....