Date:

To

[The Recipient Name]  
[Address]

Dear All,

The management of [name] hospital wishes all our doctors, paramedical and support staff, a very Happy Eid. On this auspicious occasion, may your homes be blessed by love and warmth and the divine light of faith. We want to take this opportunity to thank you for your continued hard work and dedication.

You save lives every day and ease the pain of many others. You heal not just with the medicines you give but with your kind words which give hope to the patients.

No matter what capacity you are serving in, your contributions matter. It takes everyone’s effort and contribution to run things smoothly. The work you do is not just a job, but we believe that it is an act of worship.

Especially in this pandemic, the courage, hard work, and compassion shown by all of you are truly commendable. To show our appreciation, we have decided to give everyone a bonus of [amount] %. We hope that this Eid is a very joyous and happy occasion, and you enjoy it to the fullest.

From [date] to [date], only the emergency department would be operational. The remaining staff would be on leave. However, the consultants would stay on call in rotation. The roster for rotation has been shared with the departments.

If you wish to exchange your duty days or have any other concerns in this regard. Please get in touch with Mr. [name] in the HR Department.

Wishing a blessed and exuberant Eid to you and your dear ones.

Yours Sincerely.

Name

Designation

[name]

Department name