

# Holiday Closing Notice

Dear Team,

As we approach the holiday season, we would like to inform you of our upcoming office closure.

The office will be closed from **[Start Date]** to **[End Date]**. Normal business operations will resume on **[Resume Date]**.

We appreciate your hard work throughout the year and encourage everyone to take this time to relax and enjoy the festivities with your loved ones.

If you have any urgent matters, please ensure they are addressed before the closure.

Wishing you and your families a wonderful holiday season!

Best regards,

**[Your Name]**

**[Your Position]**

**[Company Name]**