

# Year-End Holiday Schedule

Dear [Team/Employee Name],

As we approach the end of the year, we would like to inform you about the holiday schedule for the upcoming holiday season.

## Office Closure Dates:

- December 24, 2023 (Christmas Eve) - Closed
- December 25, 2023 (Christmas Day) - Closed
- December 31, 2023 (New Year's Eve) - Closed at 3 PM
- January 1, 2024 (New Year's Day) - Closed

Please ensure that all necessary tasks are completed ahead of the closure dates. Should you have any questions or concerns, feel free to reach out.

Wishing you a joyful holiday season!

Best regards,  
[Your Name]  
[Your Position]