

Office Closure Notice

Dear Team,

We are excited to announce that our office will be closed on **[Date]** for a team-building event. This is a wonderful opportunity for us to strengthen our teamwork and collaboration.

Please make sure to complete any urgent tasks before the closure. We will resume normal operations on **[Date]**.

Thank you for your understanding, and we look forward to a fun and productive day together!

Best regards,

[Your Name]

[Your Position]

[Company Name]