

Holiday Office Hours Notification

Dear Team,

As we approach the holiday season, we want to inform you of our office hours and closure schedule.

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

Please ensure that all urgent matters are attended to before our closure.

Thank you for your understanding, and we wish you a joyful holiday season!

Sincerely,
[Your Name]
[Your Position]