

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]