

# Holiday Closure Policy Announcement

Dear [Franchisee Name],

We hope this message finds you well. As the holiday season approaches, we would like to inform you about our holiday closure policy for [Year]. This policy aims to ensure that all franchise locations operate smoothly while allowing our employees to enjoy the holiday festivities with their families.

## Closure Dates

Our franchise locations will be closed on the following dates:

- [Date 1: Holiday Name]
- [Date 2: Holiday Name]
- [Date 3: Holiday Name]

## Operational Guidelines

We ask that all franchisees adhere to the following guidelines during the holiday season:

1. Ensure all staff are informed and prepared for the closure dates.
2. Plan for inventory management before and after the holiday closures.
3. Communicate with customers regarding holiday hours through in-store signage and digital platforms.

We appreciate your cooperation and commitment to maintaining our brand's standards during this busy time. If you have any questions or need further assistance, please do not hesitate to reach out.

Wishing you a joyful holiday season!

Best regards,

[Your Name]

[Your Title]

[Company Name]