

Official Notice

Date: [Insert Date]

To: All Employees

From: [Your Name/Title]

Subject: Annual Holiday Break Notification

Dear Team,

This is to formally announce that our office will be closed for the annual holiday break from [Start Date] to [End Date]. Normal operations will resume on [Resume Date].

We encourage everyone to take this time to relax and spend valuable moments with friends and family.

If you have any urgent matters, please ensure they are addressed before the break.

Thank you for your hard work and dedication throughout the year.

Best Regards,

[Your Name]

[Your Title]