

Annual Holiday Hiatus Notification

Dear [Team/Clients/Valued Partners],

As the holiday season approaches, we wish to inform you that our office will be closed for our annual holiday hiatus from [start date] to [end date]. During this time, we will be unavailable to respond to emails or phone calls.

We appreciate your understanding and support during this festive period. If you have any urgent requests, please ensure they are communicated to us before [deadline date].

We look forward to reconnecting with you upon our return on [return date]. Wishing you a wonderful holiday season and a happy new year!

Best regards,
[Your Name]
[Your Position]
[Your Company]