

Festive Period Shutdown Announcement

Dear Team,

As we approach the festive season, we would like to inform you that our office will be closed for the holidays from **[Start Date]** to **[End Date]**. We will resume normal operations on **[Reopening Date]**.

We encourage everyone to take this time to rest, recharge, and enjoy the festivities with family and friends.

If you have any urgent matters, please ensure they are addressed before our shutdown period.

Wishing you a joyful holiday season!

Best regards,

[Your Name]

[Your Position]

[Company Name]