

Office Closure Notice

Dear [Team/Employees/Staff],

As the holiday season approaches, we would like to inform you that our office will be closed for Christmas and New Year. Our closure dates are as follows:

- Christmas Holiday: [Start Date] to [End Date]
- New Year Holiday: [Start Date] to [End Date]

We will resume regular business hours on [Date]. Please ensure that all urgent matters are addressed prior to our closure, and we thank you for your hard work and dedication throughout the year.

Wishing you and your loved ones a joyful holiday season and a prosperous New Year!

Warm regards,
[Your Name]
[Your Position]