

Notice of End-of-Year Holiday Office Shutdown

Dear Team,

As we approach the end of the year, we want to inform you about our upcoming holiday office shutdown. Our office will be closed from **December 24, 2023** to **January 1, 2024**, resuming normal operations on **January 2, 2024**.

Please ensure that all projects and responsibilities are managed accordingly and that necessary arrangements are made prior to our holiday break.

We appreciate your hard work and dedication throughout the year. Wishing you all a wonderful holiday season!

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