

Office Closure Notification

Dear [Team/Employees/Clients],

We hope this message finds you well. We would like to inform you that our office will be closed for an extended holiday from [Start Date] to [End Date]. During this time, there will be no regular business operations.

If you have any urgent matters that require immediate attention, please contact [Contact Person/Department] at [Contact Information]. We appreciate your understanding and support.

We wish you a wonderful holiday season and look forward to serving you again after our return on [Return Date].

Best regards,

[Your Name]
[Your Position]
[Company Name]