

Office Closure Notification

Dear Team,

As the festive season approaches, we would like to inform you that our office will be closed from **[Start Date]** to **[End Date]**. We hope that you enjoy this time with your family and friends.

During this period, all operations will be paused, and we will resume normal business hours on **[Resumption Date]**.

We appreciate your hard work and dedication throughout the year and wish you a joyful holiday season!

Best regards,

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