

Holiday Office Closure Announcement

Dear [Staff/Employees/Team],

We would like to inform you that our office will be closed for the holiday season from [start date] to [end date]. Regular business operations will resume on [reopening date].

If you have any urgent matters that need to be addressed before the closure, please feel free to reach out to your supervisor or [relevant contact person].

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

Best regards,

[Your Name]

[Your Position]

[Company Name]