

Temporary Office Closure Notice

Dear [Employee/Client Name],

We would like to inform you that our office will be temporarily closed for holiday observance from [start date] to [end date]. During this time, all operations will be suspended.

Our team will resume regular business hours on [reopening date]. If you have any urgent matters, please reach out to us before the closure.

Thank you for your understanding, and we wish you a wonderful holiday!

Sincerely,
[Your Name]
[Your Position]
[Your Company]