

Thanksgiving Office Closing Notice

Dear Team,

As we approach the Thanksgiving holiday, we would like to inform you of our office hours. Our office will be closed on:

- Thursday, November 23, 2023 - Thanksgiving Day
- Friday, November 24, 2023 - Day After Thanksgiving

We will resume normal business hours on Monday, November 27, 2023.

We hope you have a wonderful and safe Thanksgiving holiday with your loved ones. Thank you for your hard work and dedication this year!

Best Regards,

[Your Name]

[Your Position]

[Your Company]