

Holiday Closure Notification

Dear Team,

We would like to inform you that our office will be closed for the upcoming holiday season. Please find the details below:

- **Closure Dates:** December 24, 2023 - January 1, 2024
- **Reopening Date:** January 2, 2024

We encourage everyone to take this time to relax and enjoy the holidays with your loved ones. If you have any urgent matters, please ensure they are addressed before the closure.

Thank you for your continued hard work and dedication. Wishing you all a joyous holiday season!

Best regards,

[Your Name]

[Your Position]

[Company Name]