

Reminder: Office Closure for Public Holiday

Dear Team,

This is a friendly reminder that our office will be closed on **[Date of Holiday]** in observance of **[Name of Holiday]**.

We encourage everyone to plan accordingly and ensure that any urgent tasks are completed before the holiday.

If you have any questions or concerns, please feel free to reach out before then.

Thank you for your cooperation.

Best regards,
[Your Name]
[Your Position]
[Company Name]