

# End-of-Year Office Closure Notification

Dear Team,

As we approach the end of the year, we would like to inform you that our office will be closed for the holidays from December 24, 2023, to January 2, 2024. We will resume normal business hours on January 3, 2024.

We encourage everyone to take this time to relax, recharge, and enjoy the holiday season with family and friends.

If you have any urgent matters that need attention before the closure, please make sure to address them in advance.

Thank you for your hard work and dedication throughout the year. Wishing you all a joyful holiday season!

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