

# Holiday Closure Schedule Notification

Dear Team,

We would like to inform you about our upcoming holiday closure schedule.

- **Last working day:** Friday, December 22, 2023
- **Closure period:** December 23, 2023 - January 1, 2024
- **Reopening:** Tuesday, January 2, 2024

Please ensure that all ongoing projects are wrapped up and any urgent matters are addressed before the holiday break. We appreciate your hard work and dedication throughout the year.

Wishing you all a joyous holiday season!

Best regards,  
Your Management Team