

Holiday Season Office Closure Notification

Dear [Employee/Client/Team],

As the holiday season approaches, we want to inform you that our office will be closed from [start date] to [end date]. During this time, our team will not be available to respond to emails or phone calls.

We appreciate your understanding and support. If you have any urgent matters, please reach out to us before the holiday break.

We wish you and your loved ones a joyous holiday season and a happy New Year!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]