

# Office Downtime Notice

Dear Team,

We would like to inform you that our office will be closed for the winter holidays from **December 24, 2023** to **January 1, 2024**. Normal business operations will resume on **January 2, 2024**.

Please ensure that all urgent matters are addressed prior to this downtime. Should you have any questions, feel free to reach out before the holiday break.

Wishing you a wonderful holiday season!

Best regards,  
[Your Company Name]  
[Your Contact Information]