

Office Holiday Shutdown Notification

Dear [Team/Employees/Staff],

We would like to inform you that our office will be closed for the holidays from [Start Date] to [End Date]. During this time, all operations will be suspended, and normal business activities will resume on [Reopening Date].

Please ensure that all pending tasks are completed before the shutdown period. If you have any urgent matters, please address them prior to the closure.

We wish you all a joyful holiday season and a happy New Year!

Sincerely,

[Your Name]

[Your Position]

[Company Name]