

Year-End Holiday Break Notice

Dear Team,

As we approach the end of the year, we would like to remind everyone about our upcoming holiday break. Our office will be closed from **[Start Date]** to **[End Date]**. During this time, all operations will pause, and we encourage everyone to take this opportunity to relax and recharge.

Please ensure that all urgent tasks are completed before the break, and if you have any pending matters, kindly address them in advance.

We wish you all a wonderful holiday season filled with joy and relaxation. Thank you for your hard work and dedication throughout the year!

Best regards,

[Your Name]
[Your Position]
[Your Company]