

End-of-Year Office Closure Announcement

Dear Team,

As we approach the end of the year, we would like to inform you that our office will be closed for the holiday season starting from December 24th through January 1st. We will resume normal business hours on January 2nd.

We encourage everyone to take this time to relax and recharge with friends and family.

Should you have any questions, please feel free to reach out before the closure.

Wishing you all a joyful holiday season!

Best regards,
[Your Name]
[Your Position]
[Company Name]