

# Happy Holidays!

Dear Team,

As the holiday season approaches, we would like to remind you of our festive office hours and holiday closure.

## Office Hours

- Monday, December 18 - Friday, December 22: 9:00 AM - 5:00 PM
- Saturday, December 23: 10:00 AM - 2:00 PM
- Sunday, December 24: Closed
- Monday, December 25 - Friday, December 29: Closed
- Resume regular hours on Monday, January 1.

We wish you and your loved ones a joyful holiday season. Thank you for your hard work throughout the year!

Best wishes,

[Your Company Name]