

# Holiday Break Notice

Dear Team,

We would like to inform you that our office will be closed for the holiday break starting from **[Start Date]** to **[End Date]**. Regular operations will resume on **[Return Date]**.

Please ensure that all necessary tasks are completed prior to the break, and feel free to reach out to your manager if you have any questions or concerns.

Wishing you all a wonderful holiday season!

Best regards,  
[Your Name]  
[Your Job Title]  
[Company Name]