

Office Holiday Closure Notification

Dear [Employee/Team],

We would like to inform you that our office will be closed for the upcoming holidays as follows:

- Holiday: [Name of Holiday]
- Closure Dates: [Start Date] to [End Date]
- Reopening Date: [Reopening Date]

If you have any urgent matters that need attention before the holidays, please ensure you address them by [Deadline Date].

Thank you for your understanding, and we wish you a wonderful holiday season!

Best Regards,

[Your Name]

[Your Position]

[Company Name]