

# Office Closure for Holiday Celebrations

Dear Team,

We would like to inform you that our office will be closed for the upcoming holiday celebrations. The details are as follows:

- **Closure Start Date:** December 24, 2023
- **Closure End Date:** January 1, 2024
- **Reopening Date:** January 2, 2024

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

Thank you for your hard work this year, and we look forward to seeing you all in the New Year!

Sincerely,

The Management Team