

Office Closure Notification for the Festive Season

Dear Team,

As we approach the festive season, we would like to inform you about our office schedule updates.

The office will be closed from **[Start Date]** to **[End Date]**.

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

For any urgent matters during this period, please reach out to **[Contact Person]** via email at **[Email Address]**.

We wish you all a joyful festive season!

Best regards,

[Your Name]

[Your Position]

[Company Name]