

Notice of Seasonal Office Shutdown

Dear Team,

As we approach the holiday season, we would like to inform you that our office will be closed for the seasonal shutdown. The closure dates are as follows:

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

During this time, please ensure that all projects are wrapped up and any urgent matters are addressed prior to the closure. We encourage you to make the most of this break, spend time with loved ones, and recharge.

If you have any questions or require assistance before the shutdown, do not hesitate to reach out.

Thank you for your hard work and dedication throughout the year. Wishing you a wonderful holiday season!

Best regards,
[Your Name]
[Your Position]
[Company Name]