

Notice of Temporary Office Closure for Holidays

Dear [Employees/Clients/Customers],

We would like to inform you that our office will be closed for the upcoming holiday season from [start date] to [end date]. During this period, all operations will be temporarily suspended.

We appreciate your understanding and wish you a joyous holiday season. We will resume regular business hours on [reopening date].

If you have any urgent matters during this time, please reach out to us at [alternative contact information].

Thank you for your continued support.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]