

Office Holiday Hours Notification

Dear Team,

As the holiday season approaches, we would like to inform you of our office hours during the upcoming holidays.

Holiday Office Hours:

- **December 24:** Closed
- **December 25:** Closed
- **December 31:** 9:00 AM - 2:00 PM
- **January 1:** Closed

Please plan accordingly and ensure all tasks are completed ahead of time. We appreciate your understanding and wish you all a wonderful holiday season.

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