

Holiday Announcement

Dear [Team/Employees/Staff],

As the holiday season approaches, we are excited to announce the upcoming holiday schedule.

The office will be closed from [start date] to [end date], and we will resume normal operations on [return date].

During this festive time, we encourage you to take a well-deserved break, spend time with loved ones, and recharge for the New Year.

Warm wishes for a joyous holiday season!

Best regards,
[Your Name]
[Your Position]