

# Notice of Office Closure

Dear Team,

We would like to inform you that our office will be closed on **[Date]** in observance of **[Holiday Name]**. Normal business operations will resume on **[Date] following the holiday**.

We encourage everyone to take this time to relax and celebrate with your loved ones.

If you have any urgent matters, please ensure they are addressed before the closure.

Thank you for your understanding.

Best regards,

**[Your Name]**

**[Your Position]**

**[Company Name]**