

# Notice of Festive Holiday Observance

Dear [Team/Staff/Employees],

We are pleased to announce that in observance of the upcoming festive holiday season, our organization will be implementing special hours and closures. Please take note of the following:

- Office Closure Dates: [Start Date] to [End Date]
- Regular business hours will resume on: [Resume Date]
- Last working day before the holiday: [Last Working Day]

We encourage everyone to take this time to relax, recharge, and celebrate with family and friends. Thank you for your hard work and dedication throughout the year.

Wishing you a joyful and peaceful holiday season!

Warm regards,

[Your Name]

[Your Position]

[Your Organization]