End-of-Year Closure Reminder

Dear Team,

As we approach the end of the year, we would like to remind everyone of our upcoming closure dates. Please take note of the following:

- **Last working day:** December 22, 2023
- **Closure period:** December 23, 2023 - January 1, 2024
- **Return to work:** January 2, 2024

We encourage all staff to complete pending tasks before the holiday season. Should you have any urgent issues, please reach out to your respective managers.

Thank you for your hard work throughout the year. Wishing you and your families a wonderful holiday season!

Best regards,
[Your Name]
[Your Position]