

# Dear Team,

As the holiday season approaches, I want to take a moment to reflect on the incredible work we've accomplished together this year. Your dedication and teamwork have been truly inspiring.

In order to allow everyone time to celebrate and recharge, our office will be closed from **December 24th to January 2nd**. We will resume normal operations on **January 3rd**.

Please ensure that all urgent tasks are completed before the break. If you have any questions or need assistance, feel free to reach out before the holidays.

Wishing you and your loved ones a joyous festive season and a happy New Year!

Best regards,  
[Your Name]  
[Your Position]