

Holiday Closure Notification

Dear Team,

We would like to inform you that our office will be closed for the upcoming holiday season from **[Start Date]** to **[End Date]**.

During this period, please ensure that all urgent matters are addressed prior to the closure. Normal operations will resume on **[Return Date]**.

We appreciate your hard work and dedication throughout the year and wish you all a happy and restful holiday!

Best regards,
[Your Name]
[Your Position]
[Company Name]