

Holiday Downtime Notification

Dear Team,

As we approach the holiday season, we want to take a moment to inform you about our scheduled downtime. Our office will be closed from **December 24th** to **January 1st**. During this period, we encourage everyone to spend quality time with family and friends.

Please ensure that all urgent tasks are completed by the end of the day on **December 22nd**. If you have any questions or require assistance before then, feel free to reach out.

We appreciate your hard work and dedication throughout the year. We wish you a joyful holiday season and a prosperous New Year!

Best Regards,
Your Management Team