

# Season's Greetings!

Dear Team,

As the holiday season approaches, we are excited to announce our upcoming festivities and office closure schedule.

## Holiday Festivities

Join us for our annual holiday party on **December 20th, 2023**, at **5:00 PM**. There will be food, drinks, and fun activities for all!

## Office Closure

Our office will be closed from **December 24th, 2023**, to **January 1st, 2024**, reopening on **January 2nd, 2024**.

Thank you for your hard work this year. We wish you and your loved ones a wonderful holiday season!

Best regards,  
Your Management Team