

Seasonal Office Shutdown Announcement

Dear Team,

We would like to inform you that our office will be closed for the upcoming holiday season. The shutdown period will begin on **[Start Date]** and will resume operations on **[End Date]**.

During this time, we encourage everyone to take a well-deserved break and enjoy the festivities with family and friends.

If you have any urgent matters, please ensure they are addressed before the shutdown period. We appreciate your understanding and cooperation.

Wishing you all a joyful holiday season!

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