

Vacation Closure Notice

Dear Team,

We would like to inform you that our office will be closed for vacation from **[Start Date]** to **[End Date]**. During this period, all operations will be temporarily suspended.

Please make sure to wrap up any outstanding tasks before the closure and inform your managers of any urgent matters that may arise during this time.

If you have any questions, feel free to reach out to your supervisor.

Thank you for your understanding.

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