

Year-End Closure Alert

Dear [Employee Name],

As we approach the end of the year, we would like to remind you of our upcoming year-end closure dates. Our office will be closed from [Start Date] to [End Date]. During this time, please ensure that all urgent tasks and responsibilities are managed prior to the closure.

If you have any questions or if you need assistance before the closure, please feel free to reach out to your manager or the HR department.

We appreciate your hard work and dedication throughout the year. Wishing you and your family a wonderful holiday season!

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