

Holiday Closure Notification

Dear Team,

We would like to inform you that our office will be closed for the upcoming holiday season. The closure dates are as follows:

- Start Date: December 24, 2023
- End Date: January 1, 2024

Please ensure that all urgent tasks are completed before the closure. Normal operations will resume on January 2, 2024.

Thank you for your hard work and dedication throughout the year. We wish you and your families a joyful holiday season!

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