

IT Department Holiday Closures

Dear Team,

We would like to inform you about our upcoming holiday closures:

- December 24, 2023 - Closed
- December 25, 2023 - Closed
- January 1, 2024 - Closed

During this period, response times may be delayed. For urgent matters, please reach out to:

- **Emergency Support:** support@example.com
- **General Inquiries:** itdept@example.com

Thank you for your understanding, and happy holidays!

Sincerely,
IT Department