

Winter Holiday Celebration Closure

Dear [Name/Team/Department],

As the winter season approaches, we would like to inform you that our annual winter holiday celebration will take place on [Date]. This event is a wonderful opportunity for us to come together, celebrate our achievements, and embrace the holiday spirit.

Following the celebration, please note that our office will close for the winter holidays from [Start Date] to [End Date]. We will resume regular business hours on [Reopening Date].

We wish you a joyous holiday season filled with happiness and warmth. Thank you for your dedication and hard work throughout the year.

Best regards,

[Your Name]

[Your Position]

[Company/Organization Name]