

Notification of Office Closure

Dear [Team/Employees/Clients],

We hope this message finds you well. As the festive season approaches, we would like to inform you that our office will be closed from [Start Date] to [End Date].

During this period, our team will not be available to respond to inquiries or provide services. We encourage you to reach out to us before the closure for any urgent matters.

We appreciate your understanding and wish you a joyful and prosperous festive season. We look forward to serving you upon our return.

Warm regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]