

Holiday Break Office Schedule

Dear Team,

As we approach the holiday season, please find below the schedule for the upcoming office break:

- **Office Closure:** December 24, 2023 - January 2, 2024
- **Last Working Day:** December 22, 2023
- **Resume Work:** January 3, 2024

Please ensure all urgent matters are addressed before the break. Wishing you all a joyous holiday season!

Best regards,
[Your Name]
[Your Position]