

Office Closure Notification

Dear [Employee/Team Name],

We would like to inform you that our office will be closed for the holiday festivities from [Start Date] to [End Date].

During this time, we encourage everyone to enjoy the holidays, spend time with loved ones, and recharge for the upcoming year.

If you have any urgent matters, please reach out to [Contact Person] at [Email/Phone Number].

Wishing you and your family a joyful holiday season!

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