

Office Hiatus Notification

Dear [Employee/Team/Customer],

We would like to inform you that our office will be on hiatus for the upcoming holidays. The office will be closed from **[Start Date]** to **[End Date]**.

During this time, we will not be available to respond to emails or phone calls. We will resume regular business hours on **[Return Date]**.

We appreciate your understanding and wish you a wonderful holiday season!

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