

Seasonal Office Shutdown Announcement

Dear [Team/Staff/Employees],

We hope this message finds you well. As we approach the [holiday season/summer break/seasonal period], we would like to inform you that our office will be closed from [start date] to [end date].

During this time, all operations will be suspended, and employees are encouraged to enjoy their time off and recharge.

Please ensure that all necessary arrangements are made prior to the shutdown. We appreciate your cooperation and understanding.

Wishing you all a wonderful [holiday season/summer], and we look forward to seeing you back in the office on [reopening date].

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