

Year-End Office Closing Notification

Dear Team,

As the year comes to a close, we would like to inform you of the upcoming office closure for the holiday season.

Office Closure Dates:

- Closing: December 23, 2023
- Reopening: January 2, 2024

Please ensure that all pending tasks are completed before the closing date, and do not hesitate to reach out to your manager if you have any questions.

We wish you all a wonderful holiday season!

Best regards,

The Management Team