

# Holiday Office Closing Notice

Dear Team,

We would like to inform you that our office will be closed for the holiday season from **[Start Date]** to **[End Date]**. We will resume normal business hours on **[Reopening Date]**.

Please ensure that all necessary tasks are completed before the holiday break and communicate any urgent matters to your supervisors.

Thank you for your hard work and dedication throughout the year. Wishing you and your loved ones a joyful holiday season!

Best regards,

**[Your Name]**  
**[Your Position]**  
**[Company Name]**