

Holiday Office Closure Notification

Dear Team,

We would like to inform you that our office will be closed for the upcoming holiday season from **[Start Date]** to **[End Date]**. During this period, all regular operations will be paused, and employees are encouraged to take this time to relax and recharge.

In light of this closure, please ensure that all project timelines are adjusted accordingly. Here are a few key points to consider:

- Complete any urgent tasks by **[Deadline Date]**.
- Communicate with your teams about project milestones and expectations prior to the break.
- Set up out-of-office replies for any communication during the closure.

Thank you for your attention to this matter, and we wish you all a wonderful holiday season!

Best regards,

[Your Name]

[Your Position]

[Company Name]