

# Holiday Office Closure Notice

Dear [Team/Employees/Clients],

We would like to inform you that our office will be closed for the holiday season from [Start Date] to [End Date]. During this period, all operations will be suspended and we will not be addressing emails or phone calls.

We appreciate your understanding and wish you a joyful holiday season.

If you have any urgent matters, please reach out to us before the closure date. We look forward to reconnecting when we return on [Return Date].

Happy Holidays!

Sincerely,  
[Your Company Name]