

Holiday Schedule Notification

Dear Team,

As the holiday season approaches, we would like to inform you about the upcoming schedule:

- **Holiday Dates:** December 24, 2023 - January 1, 2024
- **Office Closure:** Our office will be closed from December 24, 2023, to January 1, 2024.
- **Return to Office:** We will resume normal business hours on January 2, 2024.

Please make necessary arrangements for your workload and notify your managers if you have any concerns.

We wish you and your families a happy and safe holiday season!

Best regards,

[Your Name]

[Your Position]

[Company Name]