

# Office Holiday Closure Notification

Dear Employees,

We would like to inform you about the upcoming holiday closure schedule for our office:

- **Closing Date:** December 24, 2023
- **Reopening Date:** January 2, 2024

Please ensure that all tasks are completed before the closure date. If you have any questions, feel free to reach out to your supervisor.

Thank you for your hard work and dedication.

Wishing you and your families a wonderful holiday season!

Sincerely,  
The Management