

Year-End Holiday Observance Notification

Dear Team,

As we approach the end of the year, we would like to take a moment to express our gratitude for your hard work and dedication throughout the year.

In recognition of the upcoming holiday season, our offices will be closed starting from **[Start Date]** to **[End Date]**. We encourage everyone to take this time to relax, recharge, and spend valuable moments with family and friends.

Should you need to address any urgent matters during this period, please reach out to your direct supervisor.

Happy Holidays and a Prosperous New Year!

Warm regards,

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