

Informal message about holiday closure

Subject: Heads Up â€” Weâ€™re Taking a Short Break!

Hi Everyone,

Just a quick note to let you know that our office and store will be closed from [Start Date] to [End Date] for the holidays. Weâ€™ll be back on [Date] refreshed and ready to serve you again.

In the meantime, our website will still be up and running, so you can place orders online as usual. Any inquiries will be answered once weâ€™re back.

Wishing you a joyful holiday season and a Happy New Year!

Cheers,

The [Company Name] Team

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