

Casual Holiday Message to Employees

Subject: Happy Holidays!

Hi Team,

As we wrap up another successful year, I want to take a moment to thank each of you for your hard work and dedication. Enjoy the holiday season with your loved ones, and may the new year bring health, happiness, and success.

Our office will be closed from [Start Date] to [End Date], so please plan accordingly. Looking forward to an amazing year ahead together!

Cheers,

[Your Name]

[Title/Position]

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