

Official company holiday notification

Subject: Holiday Announcement

Dear Team,

We are pleased to inform you that the office will be closed on [Date(s)] in observance of [Holiday Name]. All employees are encouraged to enjoy this time with family and friends.

Please ensure that all pending tasks are completed or appropriately delegated before the holiday.

Normal office operations will resume on [Date].

Best regards,

[Manager's Name]

[Company Name]

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