

Quick notification for immediate awareness

Subject: Immediate Holiday Notification

Dear Team,

Please be informed that due to [Reason, e.g., national mandate], the office will be closed on [Date(s)]. Ensure that essential tasks are covered during this period.

We appreciate your cooperation and understanding.

Thank you,

[Manager Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/holiday-announcement-letter-to-employees>