

Formal holiday announcement letter

Subject: Announcement of Holiday / Vacation

Dear Team,

This is to formally announce that our office will be closed from [Start Date] to [End Date] for [Holiday/Vacation]. Normal operations will resume on [Resume Date].

Please make necessary arrangements to ensure work continuity and plan accordingly. Wishing you all a restful and enjoyable break.

Best regards,

[Your Name]

[Title / Organization]

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