

# Holiday Letter for Office

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Dear Team,

As the holiday season approaches, I want to take a moment to express my heartfelt gratitude to each and every one of you for your hard work and dedication throughout the year. It's been a year filled with challenges and achievements, and your efforts have not gone unnoticed.

The holidays are a perfect time to reflect on our accomplishments and recharge for the upcoming year. I hope this season brings you joy, relaxation, and plenty of time to spend with your loved ones.

Please note that the office will be closed from December 24, 2024, to January 2, 2025, so that everyone can enjoy this festive time. We look forward to seeing all of you refreshed and ready to embark on another exciting year when we return on January 3, 2025.

Thank you once again for your contribution to our success. Wishing you a wonderful holiday season and a new year filled with prosperity and success.

Warm regards,

**John Doe**  
**Operations Manager**