



Holiday Office Memo

To: All Employees
From: Human Resources
Date: October 9, 2051
Subject: Holiday Office Schedule

Dear Team,

As the holiday season approaches, we want to take a moment to thank you for your hard work and dedication throughout the year. We are excited to announce our office schedule for the upcoming holiday period.

Holiday Schedule:

- **Office Closure:** Our office will be closed from December 23, 2051, to January 1, 2052.
- **Return Date:** We will resume normal business operations on January 2, 2052.

Please ensure that all pending tasks are completed by December 20, 2051, to ensure a smooth transition into the holiday period. If you have any urgent matters that need attention before the break, please reach out to your supervisor.

We encourage everyone to take this time to relax and recharge. Wishing you and your families a wonderful holiday season!

Best regards,

[Your Name]

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