**Holiday Announcement Email for Christmas and New Year**

**Subject: [Company Name] Office Closure for Christmas and New Year**

**Dear [Company Name] Team,**

**The holiday season is almost here, and we want to inform you about our office closure and extend our warmest wishes for the festive season. Here are the details:**

**Holiday Dates: Our office will be closed from [Date] through [Date] in celebration of Christmas and New Year.**

**Resumption of Normal Operations: Regular office operations will resume on [Date].**

**Emergency Contacts: During the closure, our support team and emergency contacts will be available for any critical issues at [Contact Information].**

**Holiday Wishes: We hope you make the most of this time to cherish moments with your loved ones, relax, and rejuvenate for the year ahead.**

**May your holidays be filled with warmth and happiness.**

**Sincerely,**

**[Your Name]**

**[Your Title]**