**Holiday Announcement Email for Company-Wide Vacation**

**Subject: [Company Name] Company-Wide Vacation Announcement**

**Dear [Company Name] Team,**

**In recognition of the hard work and dedication of our employees, we are excited to announce a company-wide vacation. Here are the key details:**

**Vacation Dates: Our entire company will be on vacation from [Date] to [Date].**

**Office Closure: During this time, our office will be closed, and regular operations will resume on [Date].**

**Emergency Contacts: While we will be unreachable during the vacation period, our emergency contacts will be available for critical matters at [Contact Information].**

**Holiday Message: We encourage you to relax, disconnect, and enjoy this well-deserved break.**

**We thank you for your outstanding contributions to our company and wish you a fantastic vacation.**

**Sincerely,**

**[Your Name]**

**[Your Title]**