

# Sample

## Notice

### Durga Puja Holidays

All students and staff are hereby informed that the institute will remain **closed from [start date] to [end date]** on account of **Durga Puja**.

Regular classes and training sessions will resume from **[resumption date]**.

We wish everyone a safe, joyful, and blessed **Durga Puja**.

— By Order,  
Principal  
Shree Venkateshwara ITI, Bundu