

Holiday Schedule Announcement

Dear [Team/Employees],

As the holiday season approaches, we would like to inform you of the official company holiday schedule for this year.

Holiday Schedule

- Thanksgiving: [Date]
- Christmas: [Date]
- New Year's Day: [Date]
- Company Retreat: [Date]

Please ensure that all urgent tasks are completed in advance, and communicate with your teams regarding project deadlines during this period. We encourage everyone to take this time to relax and enjoy the festivities with their loved ones.

If you have any questions or concerns, feel free to reach out to [Contact Person/HR].

Happy Holidays!

Sincerely,
[Your Name]
[Your Position]
[Company Name]