

Subject: Holiday Leave Notification

Dear Team,

I hope this message finds you well. I wanted to inform you that I will be taking holiday leave from **[Start Date]** to **[End Date]**. During this time, I will have limited access to emails and may not be able to respond promptly.

Please feel free to reach out to **[Backup Person's Name]** at **[Backup Person's Email]** for any urgent matters that may arise during my absence.

Thank you for your understanding, and I look forward to reconnecting when I return!

Best regards,

[Your Name]
[Your Position]