

Holiday Leave Schedule Notification

Dear Team,

Please find below the holiday leave schedule for our department:

- **Employee Name:** John Doe
- **Leave Dates:** December 24, 2023 - January 1, 2024
- **Contact during absence:** Jane Smith (jane.smith@example.com)

- **Employee Name:** Emily Johnson
- **Leave Dates:** December 26, 2023 - January 3, 2024
- **Contact during absence:** Michael Brown (michael.brown@example.com)

Please ensure that all pending tasks are completed before the leave dates. Let me know if you have any questions.

Thank you!

Best regards,
Your Name
Your Position
Your Department