

Winter Break Schedule for Employees

Dear Team,

As we approach the winter season, we want to inform you about the upcoming winter break schedule. Please find the details below:

Winter Break Schedule

- **Start Date:** December 23, 2023
- **End Date:** January 2, 2024
- **Return to Work:** January 3, 2024

During this period, we encourage you to take time off to rest and recharge. If you have any questions or concerns, please reach out to your manager.

Happy Holidays!

Sincerely,

Your Management Team