

# Dear Team,

I hope this message finds you well. I am writing to formally inform you that I will be taking a break from my freelance duties starting from [Start Date] until [End Date].

During this time, I will not be available for any projects or communications. I will ensure that all my current tasks are handed over appropriately and that any outstanding deadlines are met before my departure.

Thank you for your understanding, and I look forward to rejoining the team after my break. If you have any questions or need to discuss anything before I leave, please feel free to reach out.

Best regards,  
[Your Name]  
[Your Contact Information]