

Holiday Notification

Dear [Client's Name],

I hope this message finds you well. I am writing to inform you that I will be taking a holiday from [start date] to [end date]. During this time, I will not be available to respond to emails or work on ongoing projects.

If you have any urgent matters that need to be addressed before my holiday, please feel free to reach out by [specific date]. I will do my best to ensure all projects are on schedule before my leave.

Thank you for your understanding, and I look forward to continuing our work together upon my return.

Best regards,

[Your Name]

[Your Contact Information]