

# Seasonal Leave Announcement

Dear [Client's Name],

I hope this message finds you well. I am writing to inform you that I will be taking a seasonal leave from [start date] to [end date]. During this period, I will be unavailable to take on new projects or respond to any messages promptly.

I truly value our collaboration and want to ensure a smooth transition. I will complete all ongoing projects by [completion date] and ensure that all necessary files and information are provided to you before my leave.

If you have any urgent matters that need to be addressed before my leave, please let me know at your earliest convenience, and I will do my best to accommodate your requests.

Thank you for your understanding. I look forward to working together again upon my return.

Best regards,

[Your Name]

[Your Contact Information]