

# Holiday Absence 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 projects.

I will ensure that all current tasks are completed or handed over properly before my absence. If there are any urgent matters that need attention before I leave, please let me know, and I would be happy to address them.

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

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