

Holiday Leave Announcement

Dear [Client's Name],

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

Should you have any urgent matters, please feel free to reach out before my leave, and I will do my best to assist you. I appreciate your understanding and look forward to continuing our work together upon my return.

Thank you for your cooperation!

Best regards,

[Your Name]

[Your Contact Information]