

Subject: Taking a Short Break for the Holidays!

Hi Team,

I hope this message finds you well! I'm writing to let you know that I will be taking some time off for the holidays. I'll be away from **December 20th** to **January 2nd**, and I'll be back in the office on **January 3rd**.

During this period, I'll have limited access to email, but I'll do my best to respond to any urgent matters when I can. Please feel free to reach out to **Colleague's Name** if you need immediate assistance.

Best wishes,
Your Name