

End-of-Year Operational Pause Notice

Dear [Employee/Team Name],

As we approach the end of the year, we would like to inform you about our scheduled operational pause. This is an opportunity for reflection and rejuvenation as we prepare for the upcoming year.

Pause Dates: [Start Date] to [End Date]

During this period, all operations will be paused, and regular business activities will resume on [Resume Date]. We encourage you to take this time to relax and recharge.

If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your hard work and dedication throughout the year.

Sincerely,
[Your Name]
[Your Position]
[Company Name]