

Holiday Break Schedule Disclosure

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. As we approach the holiday season, we would like to inform you of our holiday break schedule.

The office will be closed from [Start Date] to [End Date]. Regular business hours will resume on [Return Date]. During this period, our team will not be available to respond to emails or phone calls. If you require immediate assistance, please contact us before the break.

We wish you and your loved ones a joyful holiday season and look forward to returning refreshed in the new year.

Best regards,

[Your Name]

[Your Position]

[Your Company]