

# Operational Pause Notification

Dear [Team/Employee Name],

As we approach the holiday season, we want to inform you about our operational pause to allow everyone to spend quality time with family and friends. This operational pause will take effect from [start date] to [end date].

During this period, there will be no ongoing operations, and all non-essential services will be temporarily suspended. Please plan accordingly and ensure that all urgent tasks are completed before the break.

If you have any questions or need further clarification, feel free to reach out to your supervisor.

Wishing you a wonderful holiday season!

Sincerely,  
[Your Name]  
[Your Position]