

Holiday Recess Announcement

Dear [Recipient's Name],

We are excited to announce that there will be a holiday recess from [Start Date] to [End Date]. During this time, all operations will be closed, allowing our staff and community to enjoy the festive season.

Please ensure any urgent matters are taken care of prior to this break. We appreciate your understanding and support, and we look forward to reconnecting in the new year!

Wishing you a joyous holiday season!

Best regards,
[Your Name]
[Your Position]
[Your Organization]