

Year-End Holiday Schedule

Dear [Team/Employee Name],

As we approach the end of the year, we would like to inform you of the upcoming holiday schedule:

- Christmas Day: December 25, [Year] - Office will be closed.
- New Year's Day: January 1, [Year] - Office will be closed.
- Additional Leave: [Specify any dates or details].

Please ensure that all tasks are completed by [Deadline Date] to allow for a smooth transition into the holiday period.

Thank you for your hard work this year. We wish you a joyful holiday season!

Best regards,
[Your Name]
[Your Position]