

Announcement: Holiday Break Schedule

Dear Team,

As we approach the holiday season, we want to inform you about our upcoming holiday break. This is a great time to relax and recharge with loved ones.

Holiday Schedule:

- Last working day: December 22, 2023
- Return to work: January 5, 2024

Please ensure that you complete all urgent tasks before the break and communicate any outstanding issues with your managers.

Wishing you and your families a joyous holiday season!

Best regards,

[Your Name]

[Your Position]