

IT Department Holiday Service Schedule

Dear Team,

As the holiday season approaches, please find below the schedule for IT support services:

Holiday Service Schedule

Date	Service Hours	Contact Information
December 24, 2023	Limited Support (9 AM - 1 PM)	it-support@example.com
December 25, 2023	Closed	N/A
December 31, 2023	Limited Support (9 AM - 1 PM)	it-support@example.com
January 1, 2024	Closed	N/A

Please plan your requests accordingly and reach out to us before the holidays for any urgent matters.

Thank you for your cooperation, and happy holidays!

Sincerely,
IT Department