

IT Department Holiday Work Schedule Notification

Dear Team,

As we approach the holiday season, we would like to inform you about the work schedule for the IT department during this period.

Holiday Schedule:

- December 24, 2023: Closed
- December 25, 2023: Closed
- December 26, 2023: On-call team only
- December 27-29, 2023: Regular hours
- January 1, 2024: Closed

Please ensure that any urgent IT requests are addressed prior to the holiday closures. If you have any questions, feel free to reach out to your manager.

Wishing you all a wonderful holiday season!

Best regards,
The IT Department