

IT Team Holiday Period Arrangements

Dear Team,

As we approach the holiday season, we would like to share the arrangements regarding our support and services during this period.

Holiday Schedule:

- Last working day: [Insert Date]
- Reopening date: [Insert Date]

Support Coverage:

During the holiday break, our support will be limited. Please refer to the following schedule for IT support availability:

- [Date]: [Support Hours]
- [Date]: [Support Hours]
- Emergency Support: [Contact Information]

Preparation:

Please ensure that all critical systems are functioning correctly before the break. If you have any pending issues, kindly address them by [Insert Date].

We wish you all a joyful holiday season and appreciate your hard work throughout the year!

Best Regards,
[Your Name]
IT Team