

Vacation Notification

Dear Team,

I hope this message finds you well. I am writing to inform you that I will be on vacation from **[Start Date]** to **[End Date]**. During this time, I will have limited access to email and may not be able to respond promptly.

Please direct any urgent matters to **[Backup Person's Name]** at **[Backup Person's Email]**.

Thank you for your understanding, and I look forward to reconnecting with you upon my return.

Best regards,
[Your Name]
[Your Position]