

# Subject: Release of Academic Calendar for [Academic Year]

Dear Faculty Members,

We are pleased to announce the release of the academic calendar for the [Academic Year]. Please find below the important dates and events for the upcoming semester:

- **Fall Semester Begins:** [Date]
- **Thanksgiving Break:** [Date]
- **Final Exams:** [Date]
- **Fall Semester Ends:** [Date]
- **Spring Semester Begins:** [Date]
- **Spring Break:** [Date]
- **Final Exams:** [Date]
- **Spring Semester Ends:** [Date]

Please make note of these important dates as you plan your courses and activities for the semester. The full academic calendar is attached for your reference.

Thank you for your continued dedication to our institution and our students. Should you have any questions or require further clarification, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Title]

[Your Department]

[University Name]

[Contact Information]