

# Company-Wide Holiday Break Announcement

Dear Team,

As the holiday season approaches, we would like to take this opportunity to inform you about our upcoming company-wide holiday break. This is a time for us all to reflect, recharge, and enjoy time with our loved ones.

The holiday break will start on **[Start Date]** and will extend through **[End Date]**. We will resume normal business operations on **[Return Date]**.

We encourage everyone to take this time to relax and enjoy the festive season. Please ensure that any important tasks or projects are completed prior to the break.

Thank you for your hard work and dedication throughout the year. Wishing you and your families a joyful holiday season!

Best regards,  
[Your Name]  
[Your Position]  
[Company Name]