

# Spring Break Time-Off Reminder

Dear [Employee's Name],

This is a friendly reminder that Spring Break is approaching, and we encourage you to take some time off to relax and recharge.

Please make sure to submit your time-off requests by [Deadline Date]. We want to ensure that all requests are accommodated and that your work is covered during your absence.

If you have any questions or need assistance with your workload prior to your time-off, please feel free to reach out.

Enjoy your Spring Break!

Best regards,

[Your Name]

[Your Position]

[Company Name]