

Annual Holiday Time Off Announcement

Dear Team,

As the holiday season approaches, we would like to remind everyone of our annual holiday time off schedule.

The office will be closed from **[Start Date]** to **[End Date]**. We encourage all employees to take this time to relax and recharge.

Please ensure that any pending work is completed before this time and that your team members are informed of your absence.

We wish you all a joyful holiday season!

Best Regards,

[Your Name]

[Your Position]

[Company Name]