

# End-of-Year Holiday Planning

Dear Team,

As we approach the end of the year, it's essential for us to plan our holiday schedule to ensure a smooth transition into the new year. Please take a moment to review the following details:

## Holiday Schedule:

- Office Closure Dates: December 24th - January 1st
- Last Working Day: December 22nd
- Return to Office: January 2nd

## Planning Tasks:

1. Please submit any pending tasks by December 20th.
2. If you plan to be away before the holidays, ensure your responsibilities are covered.
3. Share any holiday plans or leave requests by the end of this week.

## Celebration Plans:

We will hold a team holiday celebration on December 21st. More details to follow.

Thank you all for your hard work this year. Let's make this holiday season enjoyable!

Best,

[Your Name]

[Your Position]