

# Festive Season Leave Plan

Dear Team,

As the festive season approaches, I would like to share my leave plan with you all to ensure a smooth workflow during this time.

**Leave Dates:** December 20, 2023 - January 2, 2024

**Available for contact:** Please feel free to reach out to me via email for any urgent matters. I will do my best to respond promptly.

**Project Handover:** I will ensure that all my tasks are up to date and will hand over any ongoing responsibilities to [Colleague's Name] in my absence.

Wishing you all a joyful festive season!

Best regards,  
[Your Name]