

Holiday Leave Arrangement Notification

Dear Team,

We are pleased to announce the holiday leave arrangement for all staff during the upcoming holiday season.

Holiday Dates: [Insert Dates Here]

All staff are encouraged to submit their leave requests as soon as possible to ensure a smooth workflow during this period. Please coordinate with your respective managers to confirm your leave plans.

We appreciate your hard work and dedication, and we hope you enjoy this time with family and friends.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]