

Seasonal Leave Information

Dear Team Members,

As we approach the holiday season, we want to remind everyone about our policy regarding seasonal leave. Please take note of the following information:

Leave Dates

The seasonal leave period will commence on **[Start Date]** and conclude on **[End Date]**.

Requesting Leave

All leave requests must be submitted by **[Submission Deadline]**. Please ensure your requests are approved by your direct supervisor.

Important Considerations

- Plan your leave accordingly to minimize disruption to team operations.
- Ensure that all pending tasks are completed before your leave.
- Communicate your leave plans with your team well in advance.

If you have any questions or need assistance with the leave process, please feel free to reach out to **[HR Contact Name]** at **[HR Contact Email]**.

Thank you for your attention and cooperation.

Best regards,

[Your Name]
[Your Position]
[Company Name]