

# Dear Staff,

As we approach the holiday season, we would like to provide you with important details regarding the upcoming holiday break.

## Holiday Break Schedule

- **Last Working Day:** December 22, 2023
- **Holiday Break:** December 25, 2023 - January 1, 2024
- **Return to Work:** January 2, 2024

## Important Reminders

- Please ensure all projects are up to date before the break.
- Set your out-of-office messages before departing.
- Contact your supervisor if you have any concerns regarding work responsibilities during this period.

We wish you all a wonderful holiday season filled with joy and relaxation.

## Best Regards,

[Your Name]

[Your Job Title]

[Company Name]