

Planned Holiday Recess Notification

Dear Staff and Students,

We are pleased to announce that there will be a holiday recess from **[Start Date]** to **[End Date]**. During this period, all classes and school activities will be temporarily suspended.

This is a wonderful opportunity for everyone to relax, enjoy time with family and friends, and recharge for the upcoming term. We encourage all to take full advantage of this break.

Please ensure that any pending assignments or responsibilities are completed before the recess begins. We look forward to welcoming everyone back on **[Return Date]**.

Wishing you a joyful and safe holiday season!

Best regards,

[Your Name]

[Your Position]

[School/Organization Name]