

Vacation Scheduling Advisory

Date: [Insert Date]

Dear [Employee/Team Name],

This is to inform you of the upcoming blackout dates for vacation scheduling. During these periods, we kindly request that staff refrain from taking time off to ensure adequate coverage and continuity of operations.

Blackout Dates:

- [Date 1]
- [Date 2]
- [Date 3]

We appreciate your understanding and cooperation. Should you have any questions or require further clarification, please feel free to reach out to [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]