

# Religious Holiday Schedule Update

Dear Team,

I hope this message finds you well. As we approach the upcoming religious holiday season, I would like to share important updates regarding our schedule.

The following days will be recognized as religious holidays and the office will be closed:

- Holiday Name - Date
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- Holiday Name - Date

Please ensure that all tasks are appropriately managed in advance to accommodate these holidays. If you have any questions or require any adjustments to your schedule, feel free to reach out.

Thank you for your cooperation and understanding.

Best regards,  
Your Name  
Your Position