

# Winter Break Schedule Announcement

Dear Staff,

As we approach the winter season, we would like to inform you of the upcoming winter break schedule:

- **Winter Break Start Date:** December 22, 2023
- **Winter Break End Date:** January 2, 2024

Please ensure that all necessary tasks are completed prior to the break. If you have any urgent matters that need addressing before we break, please reach out to your supervisor.

Thank you for your hard work and dedication throughout the year. We wish you a restful and joyful winter break!

Sincerely,  
[Your Name]  
[Your Position]