

Winter Intermission Notification

Date: [Insert Date]

Dear [Insert Administration Name],

We would like to inform you about the upcoming winter intermission scheduled from [Start Date] to [End Date]. During this period, all operations will be temporarily paused to allow staff and students to rest and recharge.

Key Dates:

- Last Day of Classes: [Insert Date]
- Winter Intermission: [Insert Start Date] to [Insert End Date]
- First Day of Classes Following Break: [Insert Date]

Important Reminders:

Please ensure that all necessary preparations are made in advance to facilitate a smooth transition into the intermission period. All departments should finalize their activities by [Insert Finalization Date].

If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]