Informal Team Notification

Subject: Quick heads up - Taking leave for Diwali celebrations!

Hey team!

Hope everyone's doing well! I wanted to give you all a heads up that I'll be taking a few days off from [Date] to [Date] to celebrate Diwali with my family. It's one of our biggest festivals of the year and involves lots of family time, traditional preparations, and celebration rituals.

I've already spoken with [Manager's Name] about coverage, and [Colleague's Name] has kindly agreed to handle any urgent matters that come up. I'll make sure everything is wrapped up before I head out, and I'll be checking emails periodically if anything truly urgent comes up.

Thanks for being such an understanding bunch! I'll bring back some traditional sweets to share with everyone when I return.

Cheers,

[Your Name]

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