

Holiday announcement including work responsibilities

Subject: Holiday Announcement and Task Delegation

Dear Team,

Our office will be closed for [Holiday/Vacation] from [Start Date] to [End Date]. During this period, please ensure that urgent tasks are delegated appropriately to maintain smooth operations.

Kindly update your schedules and notify relevant stakeholders. Wishing everyone a safe and enjoyable holiday!

Best regards,

[Your Name]

[Position / Department]

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