

Holiday Plan Letter

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Dear Team,

As we approach the end of the year, I wanted to share our holiday schedule to ensure everyone is well-informed and can plan their festive season accordingly.

Holiday Schedule:

- **Office Closure:** The office will be closed from December 24, 2024, and we will resume normal business hours on January 2, 2025.
- **Adjusted Deadlines:** Please be aware that all year-end reports and project updates are due by December 20, 2024. This will allow us to close the year properly and start afresh when we return.
- **Holiday Party:** We are excited to announce our annual holiday party, which will be held on December 18, 2024, at the Grand Ballroom, City Center Hotel. Please RSVP by December 10, 2024, to Janet Lee.

During the holiday period, John Carter will be available for urgent matters. You can reach him at 408-555-5678.

We hope this schedule helps you to enjoy your holidays without worries. Thank you for all your hard work throughout the year. We're looking forward to celebrating our achievements together at the holiday party!

Wishing you a joyful holiday season and a prosperous New Year!

Warm regards,

Michael Thompson

HR Manager