Subject : Reminder Mail for Holidays

Dear Team,

I hope this message finds you well. As we approach the holiday season, I wanted to remind everyone of the upcoming holidays and encourage you to plan accordingly.

**Holiday Schedule:**

* **Gandhi Jayanti : 2nd October 2024**
* **Navratri Celebration : 3rd October 2024**

Please ensure that you submit any time-off requests as soon as possible to help us manage our workloads effectively. If you have any pending projects or responsibilities, consider how you can wrap them up before the holidays.

This time is a great opportunity to recharge and spend time with loved ones, so I encourage everyone to take full advantage of the time off.

If you have any questions or concerns, feel free to reach out.

Best wishes,

Ronak Kshatriya,  
HR