

Holiday Early Release Announcement

Audience All operations staff, all shifts
Purpose Announce early release ahead of the July 4th holiday and thank the team
Channel Email from operations leadership
Constraints One paragraph, three sentences maximum

THE COMMUNICATION

From: [Name], SVP, Service Operations

To: Operations, All Teams

Subject: Early Release Thursday, July 3

Team, as thanks for the effort you have put in all quarter, everyone is cleared to log off at 2:00 PM local time this Thursday, July 3, ahead of the holiday. Team leads, please confirm critical queue and on-call coverage through end of day before releasing your groups. Enjoy the long weekend with your people, and happy Fourth of July.

[Name]
SVP, Service Operations