

## Sample Email Template #1

**An example of an internal communication encouraging teams to plan for time off that is truly unplugged:**

Hi Internal Team-

Hoping you enjoy a (well-deserved) vacation over winter break.

Please plan ahead for requests from each other, as many will be 100% offline **Dec 22-Jan 1** (see Internal Team calendar for details.)

2 Requests:

Truly unplug. You each work hard during the year and deserve your down time. Set an out of office message in your email. Typically, you each select a person to cover while you are offline, but since we are all mostly offline, you can list me, as I will check once a day.

As an example, my out of office will say: Happy holidays. I am offline until Jan 2 relaxing with my family. Please text me with anything time sensitive at **[PHONE NUMBER]**.

Here is to an inspiring 2019!

**[LEADER]**