

[Your Name]

[Your Position]

[Your Company]

[Date]

Dear [Team/Recipient's Name],

I hope this message finds you well. I am writing to inform you that I will be taking my lunch break on [specific date] from [start time] to [end time]. During this time, I will be unavailable for meetings and may not be able to respond to emails promptly.

Please feel free to reach out before or after my break if you need assistance. Thank you for your understanding.

Best regards,

[Your Name]

[Your Contact Information]