

Holiday Work Schedule Agreement

Date: [Insert Date]

To: [Employee's Name]

From: [Supervisor/Manager's Name]

Subject: Holiday Work Schedule Agreement

Dear [Employee's Name],

This letter serves as a formal agreement regarding your work schedule during the upcoming holiday season. We appreciate your flexibility and commitment to ensuring our team's success during this busy period.

Work Schedule Details

- **Start Date:** [Insert Start Date]
- **End Date:** [Insert End Date]
- **Working Hours:** [Insert Working Hours]
- **Days Off:** [Insert Any Days Off, if applicable]

Please confirm your acceptance of this schedule by signing below and returning this letter by [Insert Deadline]. Should you have any questions or need further adjustments, feel free to reach out.

Thank you for your hard work and dedication.

Sincerely,

[Supervisor/Manager's Name]

[Company Name]

Employee Signature: _____

Date: _____