

Holiday Work Schedule Availability

Dear [Manager's Name],

I hope this message finds you well. As we approach the holiday season, I would like to share my availability for work during this period.

I am available to work on the following dates:

- [Date 1]
- [Date 2]
- [Date 3]

Additionally, I am open to adjusting my schedule if needed and can be available for shifts on short notice.

Thank you for considering my availability. Please let me know if you need any further information.

Sincerely,
[Your Name]