

Subject: Notification of Holiday Work Schedule Change

Dear [Employee's Name],

I hope this message finds you well. I am writing to inform you about a change in the holiday work schedule that will take effect starting [Effective Date].

Due to [reason for change, e.g., increased demand, staffing adjustments], your new schedule will be as follows:

- Holiday Date: [Date]
- New Shift Hours: [Start Time] to [End Time]

Please adjust your plans accordingly. If you have any conflicts or concerns regarding this change, do not hesitate to reach out.

Thank you for your understanding and flexibility.

Sincerely,
[Your Name]
[Your Position]
[Your Company]