

Holiday Work Schedule Clarification

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Clarification of Holiday Work Schedule

Dear [Employee's Name],

I hope this message finds you well. I am writing to clarify the work schedule during the upcoming holiday period.

Please find below the details of your assigned shifts:

- **Date:** [Insert Date] - [Insert Shift Hours]
- **Date:** [Insert Date] - [Insert Shift Hours]
- **Date:** [Insert Date] - [Insert Shift Hours]

If you have any questions or concerns regarding your schedule, please do not hesitate to reach out.

Thank you for your hard work and commitment during this busy season.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]