

# Holiday Work Schedule Confirmation

Dear [Employee's Name],

We are writing to confirm your work schedule for the upcoming holiday season. Below are the details of your assigned shifts:

- **Date:** [Date 1] - [Shift Time]
- **Date:** [Date 2] - [Shift Time]
- **Date:** [Date 3] - [Shift Time]

If you have any questions or need to make adjustments, please do not hesitate to reach out.

Thank you for your dedication and hard work during this busy season!

Sincerely,

[Your Name]

[Your Position]

[Company Name]