

Holiday Work Schedule

Dear Team,

As the holiday season approaches, we want to ensure that everyone is aware of the work schedule for the upcoming weeks. Below is the distribution of shifts:

Holiday Work Schedule

Date	Employee	Shift
December 24	John Doe	9 AM - 5 PM
December 25	Jane Smith	Off
December 26	Emily Johnson	10 AM - 6 PM

If you have any concerns or require adjustments, please reach out to your supervisor by December 15. Thank you for your hard work and dedication during this busy season!

Best regards,
Management Team