

Holiday Work Schedule Proposal

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to propose a work schedule for the upcoming holiday season that ensures our team's productivity while accommodating holiday time off.

Proposed Schedule:

- Week of [Insert Date]: [Insert Schedule Details]
- Week of [Insert Date]: [Insert Schedule Details]
- Week of [Insert Date]: [Insert Schedule Details]

I believe this schedule will help meet our project deadlines and allow team members to enjoy their holiday time. Please let me know if there are any adjustments you'd like to discuss.

Thank you for considering this proposal.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]