

Holiday Work Schedule Reminder

Dear [Employee's Name],

This is a friendly reminder regarding the upcoming holiday work schedule. As we approach the holiday season, please take note of your shifts and responsibilities.

Holiday Schedule:

- December 24, 2023: [Shift Details]
- December 25, 2023: [Shift Details]
- December 31, 2023: [Shift Details]
- January 1, 2024: [Shift Details]

If you have any conflicts or questions about your schedule, please reach out to your supervisor as soon as possible.

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

Best regards,
[Your Name]
[Your Position]
[Company Name]