

Holiday On-Call Duty Arrangement

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: On-Call Duty Arrangement for the Upcoming Holiday

Dear [Employee's Name],

I hope this message finds you well. As we approach the [specific holiday], I would like to confirm the on-call duty arrangements for our team.

You are scheduled to be on-call from [start date and time] until [end date and time]. During this period, please ensure that you are reachable via [contact method, e.g., phone, email] and are prepared to address any urgent matters that may arise.

Thank you for your cooperation and commitment to ensuring smooth operations during the holiday period. If you have any questions or concerns regarding this arrangement, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]