

# Holiday Project-Based Work Arrangement

Date: [Insert Date]

Dear [Employee's Name],

I hope this message finds you well. As we approach the holiday season, we want to discuss the possibility of a project-based work arrangement that would allow for flexibility during this time.

## **Project Details:**

- Project Title: [Insert Project Title]
- Duration: [Insert Start Date] to [Insert End Date]
- Goals and Objectives: [Briefly describe the goals]

## **Work Expectations:**

- Work Hours: [Insert Expected Hours per Week]
- Deliverables: [List Key Deliverables]
- Communication: [Describe Preferred Communication Methods]

Please let us know your thoughts on this arrangement by [Insert Deadline Date]. We believe this approach can help balance your work and holiday commitments effectively.

Thank you for your dedication and hard work. We look forward to your response.

Best Regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]