

Job Application for Resolution of Holiday Work Conflict

To Whom It May Concern,

I hope this message finds you well. I am writing to formally address a conflict regarding my scheduled holiday work dates.

My name is [Your Name], and I am currently employed as [Your Position] in the [Department Name] at [Company Name]. I was scheduled to work from [Start Date] to [End Date], but due to unforeseen circumstances, I am unable to fulfill this commitment during that period.

To resolve this issue, I would like to propose [Alternative Dates or Proposed Resolution]. I believe this adjustment will allow me to continue contributing to the team while accommodating my personal commitments.

I appreciate your understanding and support in this matter. Please let me know how to proceed or if you need any further information from my side.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Contact Information]

[Date]