

Holiday Production Schedule Announcement

Dear Team,

As we approach the holiday season, we would like to share the production schedule for the upcoming months. Please review the details below:

Holiday Production Schedule

Date	Shift	Notes
December 1-15	Day Shift: 8 AM - 4 PM	Increased workload due to holiday orders
December 16-24	Evening Shift: 4 PM - 12 AM	Overtime opportunities available
December 25	Holiday - Closed	Merry Christmas!
December 26-31	Day Shift: 8 AM - 4 PM	Regular production resumes

Please ensure that you review your assigned shifts and communicate any scheduling conflicts to your supervisor as soon as possible.

Thank you for your hard work and dedication during this bustling time of year!

Happy Holidays!

Sincerely,
[Your Name]
[Your Position]