

Holiday Schedule Change Notification

Dear [Team/Employee Name],

We would like to inform you about some changes to our holiday schedule due to [reason for change]. Please find the updated schedule below:

Updated Holiday Schedule

- **[Original Date]** - [Original Holiday]
- **[New Date]** - [New Holiday]
- **[Additional Changes]**

We apologize for any inconvenience this may cause and appreciate your understanding. If you have any questions or concerns, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]