

# Holiday Shift Plan Distribution

Date: [Insert Date]

Dear Team,

I hope this message finds you well. As the holiday season approaches, we have prepared the shift plan to ensure smooth operations during this busy time.

## Shift Schedule:

- December 24, 2023 - [Employee Name: Shift Time]
- December 25, 2023 - [Employee Name: Shift Time]
- December 31, 2023 - [Employee Name: Shift Time]
- January 1, 2024 - [Employee Name: Shift Time]

Please review your assigned shifts and make necessary arrangements. If you have any conflicts or need to swap shifts, reach out to your supervisor by [insert deadline].

Thank you for your hard work and dedication. Wishing you all a joyful holiday season!

Best regards,

[Your Name]

[Your Position]

[Company Name]