

Holiday Staffing Arrangement Update

Dear Team,

As we approach the holiday season, we want to ensure our staffing arrangements are well coordinated to provide seamless service during this busy time. Below are the updates regarding holiday staffing:

Holiday Staffing Schedule

- December 24: [Name] - [Position]
- December 25: [Name] - [Position]
- December 26: [Name] - [Position]
- January 1: [Name] - [Position]

Important Notes

- Please confirm your availability by [Date].
- If you are unable to work on your assigned date, kindly inform your supervisor as soon as possible.
- Overtime will be compensated at [Rate].

Thank you for your cooperation and dedication during this holiday season. We appreciate your hard work!

Best Regards,

[Your Name]

[Your Position]

[Company Name]