

Holiday Work Schedule Notification

Date: [Insert Date]

Dear [Employee's Name],

We hope this message finds you well. As the holiday season approaches, we would like to inform you of the upcoming work schedule.

Holiday Work Schedule:

- December 24, 2023: [Work hours]
- December 25, 2023: [Off/Work hours]
- December 31, 2023: [Work hours]
- January 1, 2024: [Off/Work hours]

Please let us know if you have any questions or concerns regarding the schedule.

Thank you for your cooperation and hard work during this festive season.

Sincerely,

[Your Name]

[Your Position]

[Company Name]