

# Year-End Work Schedule Advisory

Date: [Insert Date]

To: All Employees

From: [Your Name/Your Position]

Subject: Year-End Work Schedule Advisory

Dear Team,

As we approach the end of the year, I would like to inform you about the upcoming work schedule and important dates to remember.

- Last working day will be [Insert Date].
- The office will be closed from [Start Date] to [End Date] for the year-end holidays.
- Normal operations will resume on [Date].

Please ensure that all your pending tasks are completed by the last working day. If you have any questions or concerns regarding your schedule, do not hesitate to reach out.

Thank you for your hard work and dedication throughout the year.

Wishing you all a wonderful holiday season!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]