

Holiday Leave Schedule Notification

Dear [Employee's Name],

We hope this message finds you well. As we approach the holiday season, we would like to remind you to submit your holiday leave requests as early as possible to ensure coverage and continuity of service.

Please review the suggested holiday leave schedule below:

Holiday Leave Schedule

Employee Name	Leave Start Date	Leave End Date	Total Days
[Employee 1]	[Date]	[Date]	[Number of Days]
[Employee 2]	[Date]	[Date]	[Number of Days]

Please ensure that your leave does not overlap with critical personnel in your department. If you have any questions or concerns, feel free to reach out.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]