

# Holiday Leave Schedule Communication

Dear [Employee's Name],

As we approach the holiday season, we want to inform you about the holiday leave schedule for [Year]. Please find the details below:

## Holiday Leave Schedule

- Holiday: [Holiday Name]
- Date: [Date]
- Work Resumption: [Date]

Employees are encouraged to submit their leave requests if they plan to take additional days off around the holiday period. Please ensure all requests are submitted by [Deadline Date].

If you have any questions or require further clarification, feel free to reach out to your manager or the HR department.

Wishing you a joyful holiday season!

Best regards,  
[Your Name]  
[Your Position]  
[Company Name]