

Adjusted Holiday Schedule Notification

Date: [Insert Date]

Dear [Employee's Name],

We hope this message finds you well. In light of recent changes, we would like to inform you about the adjusted holiday schedule for this year.

Please find below the updated holiday schedule:

- New Year's Day: [New Date]
- Independence Day: [New Date]
- Thanksgiving: [New Date]
- Christmas: [New Date]

If you have any questions or concerns regarding this adjustment, please feel free to reach out to the HR department.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]