

Holiday Timing Adjustments Notification

Date: [Insert Date]

Dear [Employee's Name],

We hope this message finds you well. As we approach the holiday season, we would like to inform you of some adjustments to your working hours.

Effective from [Start Date], the following changes will be implemented:

- Regular working hours will be adjusted to [New Working Hours].
- Additional holiday leave can be taken from [Leave Start Date] to [Leave End Date].

We appreciate your understanding and flexibility during this festive season. If you have any questions, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]