

Announcement Letter about Christmas Holidays Work Schedule

[You're Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

All employees are notified that the Christmas holiday work schedule has been announced. You'll receive the copies of schedule in your office. We know that holidays are for enjoyment and all of you want to have time with your families, this is why after looking at your applications regarding what time you should be called for work during holidays, this schedule has been made. We have tried that all of you get the equal opportunity to enjoy your Christmas.

In case you want changes in your schedule please contact before Christmas holidays begin. No change will be made after that. Thank you and happy holidays!

[You're Name]