[Company Name]  
[Address, CITY, STATE, Zip]  
[Contact]  
[Website]

Date:

Re. Working Schedule amidst Christmas Holidays

Dear Employees,

I received a bundle of emails from you enquiring about the working schedule during the Christmas holidays. First, I would like to take this opportunity to wish you all a happy Christmas ahead and the best of the moments to be spent with your families and friends. This period of the year is meant to be well-spent and a lot of expectations are being attached to these holidays. We have decided to not let your expectations meet disappointments and let you spend relaxing holidays. Almost all the employees sent emails filled with requests for relief from the work so that they can spend quality time celebrating Christmas.

Therefore, we have tried our best to make the schedule flexible and fair for everyone and to accommodate everyone with their demands and requests. The working schedule has been enclosed with the letter according to which half of the staff will work on 26th and 27th December 20XX and then half of the staff will work on 28th and 29th December 20XX. During these holidays 24th and 25th December 20XX and 1st and 2nd January 20XX will be closed for all kinds of work. You can write an email to the Human Resource at [email] if you have any queries or even if you want to replace your schedule with another one. During this, office timings will be 10 AM to 3 PM to keep you at relief.

Thank you for your assistance and cooperation.

Regards

Ruger Loop  
General Manager,  
Kelley Strategies, California, USA