

Holiday Work Schedule Announcement Letter

This package contains:

1. Instructions & Checklist for Holiday Work Schedule Announcement Letter
2. Holiday Work Schedule Announcement Letter

Instructions & Checklist for Holiday Work Schedule Announcement Letter

- This package contains (1) Instructions & Checklist for Holiday Work Schedule Announcement Letter; and (2) Holiday Work Schedule Announcement Letter;
- This form is designed to assist you in drafting a letter to announce a holiday work schedule.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

Thank you for being a valued part of [Company Name].

I would like to take this opportunity to inform you of the work schedule for the upcoming holiday. For [Name of Holiday], our offices will be open on [Date] from [Business Times]. You are scheduled to work on [Days] from [Shift Times]. I realize that the holidays are a busy time for our employees and if you have any concerns about working your scheduled time, please contact me as soon as possible.

Again, thank you for being a part of our team. I wish you and your family the best for the [Name of Holiday] season.

Sincerely,

[Your Name]
[Title if any or delete if none]