To

[The Recipient]  
[Address]

Dear Sir /Ma’am

I [title] [name] am writing to you on behalf of [Department name]. First of all, I would like to extend the season’s greetings. We at [company name] realize how important family time is. Especially at Christmas but since this is also the busiest time of the year for us as a business, so we cannot shut down completely. Keeping these factors in mind we have formulated a working schedule that ensures that all our employees get to spend time with their family and friends and enjoy the holiday season without our customers facing any problems.

[Work schedule]

In case of any query or changes you want to request, please feel free to contact:

Mr. [Name]  
[Title]  
[Department name]  
Phone: [number]  
Email: [email address].

Looking forward to your cooperation,