Date: [DATE]

To: The staff of the company

Subject: Christmas holiday schedule for [XYZ]

Respected staff members,

Christmas day is just around the corner and all of us are super excited for this joyous and enjoyable day of the year. This day brings a lot of happiness and excitement as it is also followed by the start of the new year of our life. Our company would like to share a holiday schedule with all of you so that you remain informed about the timetable to be followed by everyone.

**Christmas day schedule:**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Day | Activity | Off Timing |
| 24 December 202X | Saturday | Christmas holiday (half day) | 1 pm |
| 25th December 202X | Sunday | Christmas holiday (full day) | ----- |
| 26th December 202X | Monday | Christmas holiday (full day) | ----- |

All the employees are expected to return to work on 26th December 202X Tuesday at 8 am. We hope to see a smooth resumption of work in the company as soon as the Christmas holidays are over

I would like to wish you warm wishes on the auspicious day of Christmas. I hope and pray that on this event, Jesus will shower his blessings on all of you. If you want to know more about the schedule, you can contact me at any time. Furthermore, if there is any revision in the schedule, it will be communicated to you on time

Regards.

[Your Name]  
[Other text]