Date: [DATE]

To: The staff of the university

Subject: Christmas holiday schedule for [ABC]

Respected staff members,

As all of you know Christmas holidays are approaching and we have shared the regular holiday schedule with students, the company has a slightly different schedule for teachers and other staff members. Before the celebration time begins, I would like to share that schedule with all of you.

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| --- | --- | --- | --- |
| Date | Day | Activity | Timing |
| 24th December | Saturday | Generate report | 8 am to 11 am |
| 25th December | Sunday | Full holiday | ----- |
| 26th December | Monday | Full holiday | ------ |
| 27th December | Tuesday | Back to work | 8 am to 5 pm |

Please note that the abovementioned schedule is for all the academic and non-academic staff members of the school and all the concerned people are requested to follow this schedule strictly. Furthermore, all the staff members are expected to show an active and smooth resumption of work-related activities on 27th December 202X. Any changes in the schedule will be communicated.

In the end, I would like to extend Christmas prayers and warm wishes to all of you for this joyful event. I hope that you will have a great time with your friends and family members.

Regards.

[Your Name]  
[Other text]