

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Directive Letter – Announce a Holiday Work Schedule

Dear :

We will implement a special schedule for the holiday season. This schedule will go into effect on {date} and will end on {date}. The new schedule is as follows:

{Insert schedule}

If you have any questions or concerns regarding this schedule, please do not hesitate to contact me. May everyone have a safe and joyous holiday season.

Sincerely,

N A M E