

# Driver Duty Roster Notification

Date: [Insert Date]

Dear [Driver's Name],

We hope this message finds you well. This is to inform you of your duty roster for the upcoming week.

## Your Schedule:

Day	Shift Time	Route
Monday	8:00 AM - 4:00 PM	Route A
Tuesday	8:00 AM - 4:00 PM	Route B
Wednesday	10:00 AM - 6:00 PM	Route A
Thursday	10:00 AM - 6:00 PM	Route C
Friday	8:00 AM - 4:00 PM	Route B

Please be on time and ensure that all necessary protocols are followed during your shifts.

If you have any questions or concerns regarding your schedule, do not hesitate to contact us.

Thank you for your dedication and hard work.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]