

Team Shipping Duties Assignment

Date: [Insert Date]

Dear Team,

This letter serves to outline the shipping duties assigned for the upcoming week. Please review your responsibilities carefully and ensure timely completion of all assigned tasks.

Shipping Duties for the Week of [Insert Dates]

- **[Team Member 1 Name]**: Prepare shipment for [Product/Client Name]
- **[Team Member 2 Name]**: Coordinate with logistics for [Delivery Date]
- **[Team Member 3 Name]**: Manage inventory for [Specific Product]
- **[Team Member 4 Name]**: Handle documentation for international shipping

Please be sure to communicate any challenges or delays to the team lead as soon as possible. Let's work together to ensure smooth operations.

Thank you for your hard work and dedication!

Sincerely,

[Your Name]

[Your Position]

[Company Name]