

# Limited-Duration Personnel Shifts Overview

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Department: [Your Department]

Subject: Overview of Limited-Duration Personnel Shifts

Dear [Recipient Name],

This letter serves as an overview of the personnel shifts that are scheduled for a limited duration within our department. The purpose of these shifts is to ensure adequate staffing during peak periods while accommodating our team's flexibility.

## Shift Summary

Date	Personnel Assigned	Shift Hours	Roles/Responsibilities
[Date 1]	[Name 1], [Name 2]	[Start Time] - [End Time]	[Role 1, Role 2]
[Date 2]	[Name 3], [Name 4]	[Start Time] - [End Time]	[Role 3, Role 4]

Please ensure that all personnel are aware of their assigned shifts and responsibilities. If there are any questions or concerns regarding the schedule, do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]