

# Shift Availability Preference

Date: [Insert Date]

To: [Employer's Name]

From: [Your Name]

Subject: Availability Preferences for Work Shifts

Dear [Employer's Name],

I hope this message finds you well. I am writing to inform you of my availability preferences for upcoming work shifts.

## Availability

- **Monday:** [Available/Not Available] - [Time Range]
- **Tuesday:** [Available/Not Available] - [Time Range]
- **Wednesday:** [Available/Not Available] - [Time Range]
- **Thursday:** [Available/Not Available] - [Time Range]
- **Friday:** [Available/Not Available] - [Time Range]
- **Saturday:** [Available/Not Available] - [Time Range]
- **Sunday:** [Available/Not Available] - [Time Range]

Please let me know if you need any further information or adjustments regarding my availability.

Thank you for considering my preferences.

Sincerely,

[Your Name]

[Your Contact Information]