

Weekend Duty Assignment Agreement

Date: [Insert Date]

To: [Employee Name]

From: [Supervisor/Manager Name]

Subject: Weekend Duty Assignment Agreement

Dear [Employee Name],

This letter serves as an agreement regarding your duty assignment for the upcoming weekend. You are assigned to work during the following times:

- **Date:** [Insert Date]
- **Shift:** [Insert Start Time] to [Insert End Time]

Your responsibilities during this period will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Please confirm your acceptance of this assignment by signing below:

[Employee Name]

Date: _____

Thank you for your cooperation.

Sincerely,

[Supervisor/Manager Name]

[Position]

[Company Name]