

# Employee Availability Form

Date: \_\_\_\_\_

To: [Manager's Name]

From: [Your Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to inform you of my availability for work during the upcoming weekend.

**Availability:**

- Saturday: [Available/Not Available, specify times if available]
- Sunday: [Available/Not Available, specify times if available]

Please let me know if there are any specific shifts you would like me to cover or if you need any further information.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]