

Weekend Shift Coordination

Dear Team,

I hope this message finds you well. I am writing to discuss the upcoming weekend shifts and ensure we have adequate coverage.

Available Shifts:

- Saturday: 9 AM - 3 PM
- Saturday: 3 PM - 9 PM
- Sunday: 9 AM - 3 PM
- Sunday: 3 PM - 9 PM

Please reply with your preferred shift as soon as possible. If you're unable to work this weekend, kindly inform us by Thursday to find a replacement.

Thank you for your cooperation!

Best regards,
Your Name
Your Position