

Weekend Shift Schedule Approval

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Weekend Shift Schedule Approval

Dear [Employee's Name],

We are pleased to inform you that your request for the weekend shift schedule has been approved. The details of your schedule are as follows:

- **Saturday:** [Start Time] to [End Time]
- **Sunday:** [Start Time] to [End Time]

Should you have any questions or need further assistance, please do not hesitate to contact me.

Thank you for your flexibility and dedication to our team.

Sincerely,

[Manager's Name]

[Manager's Position]

[Company Name]