

Weekend Work Hours Arrangement

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Weekend Work Hours Arrangement

Dear [Employee Name],

I hope this message finds you well. As we prepare for the upcoming weekend, I would like to confirm your scheduled work hours for the weekend.

Your assigned hours for this weekend are as follows:

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

Please ensure to arrive on time, and should you have any concerns or require adjustments to your schedule, feel free to reach out to me at your earliest convenience.

Thank you for your dedication and hard work.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]