

Weekend Work Schedule Acceptance

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Acceptance of Weekend Work Schedule

Dear [Supervisor's Name],

I am writing to formally accept the weekend work schedule assigned to me for this upcoming weekend. I appreciate the opportunity to contribute to our team during this time.

I confirm my availability and commitment to fulfilling my responsibilities as outlined in the schedule.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]