

Weekend Work Schedule Confirmation

Date: [Insert Date]

Dear [Employee Name],

This letter is to confirm your work schedule for the upcoming weekend:

- **Date:** [Insert Dates]
- **Work Hours:** [Insert Start Time] - [Insert End Time]
- **Location:** [Insert Work Location]
- **Role:** [Insert Job Title]

Please let us know if you have any questions or if you are unable to work as scheduled. We appreciate your commitment and flexibility.

Thank you,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]