

New Work Schedule Announcement

Dear Team,

We are pleased to announce the distribution of the new work schedule, effective **[start date]**. Please find the details below:

New Work Schedule

Employee Name	Role	Days	Shift Timing
[Employee 1]	[Role 1]	[Days]	[Shift Timing]
[Employee 2]	[Role 2]	[Days]	[Shift Timing]

If you have any questions or concerns regarding the new schedule, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]