

Upcoming Work Roster Update

Dear Team,

We would like to inform you about the upcoming work roster update that will take effect from [Start Date]. Please find the details of the new roster below:

New Work Schedule

- **Week 1:** [Details]
- **Week 2:** [Details]
- **Week 3:** [Details]
- **Week 4:** [Details]

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

Thank you for your understanding and cooperation.

Best regards,
[Your Name]
[Your Position]