

Updated Duty Roster Information

Dear Team,

Please find below the updated duty roster for the upcoming month:

Date	Name	Shift
1st October 2023	John Doe	Morning
2nd October 2023	Jane Smith	Evening
3rd October 2023	Emily Johnson	Night

If you have any questions or concerns, please reach out to your supervisor.

Thank you for your cooperation.

Sincerely,
Your Management Team