

Vacation Period Work Roster

Date: [Insert Date]

To: [Employee Name]

Dear [Employee Name],

As we prepare for the upcoming vacation period, please find below the work roster for the duration of [insert vacation dates]. We appreciate your cooperation in ensuring smooth operations during this time.

Work Roster

Date	Employee	Shift
[Date 1]	[Employee Name 1]	[Shift 1]
[Date 2]	[Employee Name 2]	[Shift 2]

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

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]