

Employee Availability for Shifts

Date: [Insert Date]

To: [Manager's Name]

Position: [Your Position]

From: [Your Name]

Employee ID: [Your Employee ID]

Subject: Shift Availability

Dear [Manager's Name],

I hope this message finds you well. I am writing to inform you of my availability for shifts for the upcoming weeks. Please find below my schedule:

Availability Schedule:

- **Monday:** [Available/Not Available] - [Available Hours]
- **Tuesday:** [Available/Not Available] - [Available Hours]
- **Wednesday:** [Available/Not Available] - [Available Hours]
- **Thursday:** [Available/Not Available] - [Available Hours]
- **Friday:** [Available/Not Available] - [Available Hours]
- **Saturday:** [Available/Not Available] - [Available Hours]
- **Sunday:** [Available/Not Available] - [Available Hours]

Please let me know if you need any further information or adjustments to my schedule. Thank you for considering my availability.

Sincerely,

[Your Name]

[Your Contact Information]