

Emergency Driver Schedule Update

Dear Team,

We would like to inform you of an updated schedule for emergency drivers due to unforeseen circumstances. Please review the changes below:

Updated Schedule:

Driver Name	Shift Start	Shift End
John Doe	08:00 AM	04:00 PM
Jane Smith	04:00 PM	12:00 AM
Mike Johnson	12:00 AM	08:00 AM

Please ensure you are aware of your designated shift and are prepared to respond as necessary. If you have any questions or concerns, do not hesitate to reach out.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]