

Notification of On-Call Availability

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: On-Call Availability Notification

Dear [Recipient's Name],

I am writing to inform you of my on-call availability for the upcoming period. I am available to assist with any urgent matters that may arise.

Availability Details:

- Start Date: [Insert Start Date]
- End Date: [Insert End Date]
- Contact Number: [Insert Phone Number]

Please do not hesitate to reach out to me if you require any assistance during this time.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]