

Service Shift Information

Dear [Employee Name],

We hope this message finds you well. Please find below the details of your service shift for the upcoming week:

Shift Details:

- **Date:** [Insert Date]
- **Start Time:** [Insert Start Time]
- **End Time:** [Insert End Time]
- **Location:** [Insert Location]

Please ensure you arrive at least 15 minutes early to prepare for your shift. If you have any questions or concerns, feel free to reach out.

Thank you for your dedication and hard work!

Best regards,

[Your Name]

[Your Position]

[Company Name]