

Multilingual Staff Coverage Outline

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Multilingual Staff Coverage Outline

Introduction

This document outlines the coverage provided by our multilingual staff during [specific event or period].

Languages Covered

- Language 1: [Language Name] - [Staff Member Name]
- Language 2: [Language Name] - [Staff Member Name]
- Language 3: [Language Name] - [Staff Member Name]

Staff Availability

The following are the schedules for each staff member:

| Staff Member | Language | Availability |
|---------------------|------------|-------------------------|
| [Staff Member Name] | [Language] | [Availability Schedule] |
| [Staff Member Name] | [Language] | [Availability Schedule] |

Contact Information

For any inquiries regarding multilingual support, please contact:

[Your Name]

[Your Phone Number]

[Your Email Address]

Conclusion

Thank you for your attention to this multilingual staffing outline. We look forward to supporting our diverse community.

Sincerely,

[Your Name]

[Your Position]