

Staff Schedule Confirmation

Dear [Staff Member's Name],

We are pleased to confirm your schedule for the upcoming week:

Date	Time	Language	Focus
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[Date1]	[Time1]	[Language1]	
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[Date2]	[Time2]	[Language2]	
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[Date3]	[Time3]	[Language3]	
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If you have any questions or need further assistance, please feel free to contact us.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]