

# Team Member Availability Notification

Dear Team,

I hope this message finds you well. Please find below the availability schedule of our multilingual team members.

## Availability Schedule

Team Member	Language	Available Days	Available Hours
John Doe	English, Spanish	Monday - Friday	9 AM - 5 PM
Maria Gonzalez	Spanish, French	Tuesday - Thursday	10 AM - 4 PM
Li Wei	Mandarin, English	Monday, Wednesday, Friday	1 PM - 6 PM

Please reach out to the respective team members if you require assistance in their language expertise during their available hours.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]