

# Work Schedule Update

Dear [Employee's Name],

We hope this message finds you well. We would like to inform you of the updates to the work schedule for the upcoming week.

## New Schedule:

Date	Shift	Position
[Date 1]	[Shift 1]	[Position 1]
[Date 2]	[Shift 2]	[Position 2]
[Date 3]	[Shift 3]	[Position 3]

If you have any conflicts or questions regarding the new schedule, please do not hesitate to reach out.

Thank you for your dedication and hard work.

Best regards,

[Your Name]

[Your Position]

[Establishment Name]