

Outdoor Maintenance Duty Assignment

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you of your upcoming outdoor maintenance duty scheduled for [Insert Date]. Your responsibilities will include:

- Lawn care and landscaping
- Cleaning of outdoor facilities
- Maintenance of garden areas
- Inspecting and reporting any damages

Please meet at [Location] by [Start Time]. Ensure you are dressed appropriately for outdoor work and bring any necessary tools.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]