

Outpatient Clinic Staffing Schedule Update

Date: [Insert Date]

Dear [Staff/Team Members],

We hope this message finds you well. We are writing to inform you of some updates regarding our outpatient clinic staffing schedule for the upcoming month.

Updated Schedule:

- **Week 1:** [Staff Member Name] - [Position] - [Days/Hours]
- **Week 2:** [Staff Member Name] - [Position] - [Days/Hours]
- **Week 3:** [Staff Member Name] - [Position] - [Days/Hours]
- **Week 4:** [Staff Member Name] - [Position] - [Days/Hours]

If you have any questions or concerns regarding the updated schedule, please do not hesitate to reach out to [Contact Person/Department].

Thank you for your continued dedication and support.

Sincerely,

[Your Name]

[Your Position]

[Outpatient Clinic Name]