**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12209&utm_source=template-word&utm_medium=content&utm_campaign=Weekly+Work+Schedule-word-12209&lpa=Weekly+Work+Schedule+word+12209)Microsoft Word Weekly Work Schedule Template**

|  |  |
| --- | --- |
| Week Beginning | MM/DD/YY |
| Company/Organization |  |
| Department |  |
| Manager/Supervisor |  |

Weekly Work Schedule

|  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Employee Name** | | **ID** | **Shift** | **MON** | **TUE** | **WED** | **THU** | **FRI** | **SAT** | **SUN** | **Notes** | |
| **MM/DD/YY** | **MM/DD/YY** | **MM/DD/YY** | **MM/DD/YY** | **MM/DD/YY** | **MM/DD/YY** | **MM/DD/YY** |
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