**Microsoft Word Weekly Work Schedule Template**

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

Weekly Work Schedule

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |
| Name | 002 |  |  |  |  |  |  |  |  |  |
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