**Employee Shift Timetable
Template**

|  |  |  |
| --- | --- | --- |
| Date | Company Name | Department |
| Monday, 05/07/20XX |  |  |

|  |
| --- |
| **Shift 1: 8:00 AM - 3:00 PM** |
| **Time** | **Employee Name** | **Task** |
| 8:00 AM |  |  |
| 9:00 AM |  |  |
| 10:00 AM |  |  |
| 11:00 AM |  |  |
| 12:00 PM |  |  |
| 1:00 PM |  |  |
| 2:00 PM |  |  |
| 3:00 PM |  |  |

|  |
| --- |
| **Shift 2: 4:00 PM - 11:00 PM** |
| **Time** | **Employee Name** | **Task** |
| 4:00 PM |  |  |
| 5:00 PM |  |  |
| 6:00 PM |  |  |
| 7:00 PM |  |  |
| 8:00 PM |  |  |
| 9:00 PM |  |  |
| 10:00 PM |  |  |
| 11:00 PM |  |  |

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| --- |
| **Shift 3: 12:00 AM - 7:00 AM** |
| **Time** | **Employee Name** | **Task** |
| 12:00 AM |  |  |
| 1:00 AM |  |  |
| 2:00 AM |  |  |
| 3:00 AM |  |  |
| 4:00 AM |  |  |
| 5:00 AM |  |  |
| 6:00 AM |  |  |
| 7:00 AM |  |  |

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