

Office Shift Details Notification

Dear Team Members,

We would like to inform you about the upcoming shift changes effective from **[Start Date]**. Please find the details of your new shifts below:

Shift Schedule

Team Member	New Shift Timing	Days of Work
[Name 1]	[Shift Timing 1]	[Days 1]
[Name 2]	[Shift Timing 2]	[Days 2]

If you have any questions or concerns regarding your shifts, please feel free to reach out to your manager.

Thank you for your cooperation.

Best Regards,
[Your Name]
[Your Position]
[Company Name]