

Shift Change Announcement

Dear Team,

I hope this message finds you well. I am writing to inform you of a change in the shift schedule that will take effect starting [Effective Date].

The updated shifts are as follows:

- **[Employee Name]** - [New Shift Time]
- **[Employee Name]** - [New Shift Time]
- **[Employee Name]** - [New Shift Time]

We appreciate your flexibility as we make these adjustments to better serve our team's needs. If you have any questions or concerns regarding your new schedule, please feel free to reach out to your supervisor.

Thank you for your understanding and cooperation.

Best regards,
[Your Name]
[Your Position]