

Shift Change Notice

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name/Manager's Name]

Subject: Notice of Shift Change

Dear [Employee's Name],

This letter is to inform you of a change in your scheduled shift due to [reason for the change, e.g., staffing needs, training session, etc.]. Effective [start date of the new shift], your new shift will be as follows:

- **New Shift:** [Start Time] to [End Time]
- **Days:** [Days of the Week]

Please confirm your acceptance of this shift change by [date for confirmation, if applicable]. If you have any questions or concerns regarding this change, feel free to reach out to me directly.

Thank you for your understanding and flexibility.

Sincerely,

[Your Name]

[Your Position]

[Company Name]