

Shift Change Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Shift Change Notification - Scheduling Conflict

Dear [Employee's Name],

I hope this message finds you well. I am writing to inform you that due to a scheduling conflict, I will need to change your upcoming shift.

Your original shift on [Original Date and Time] will be rescheduled to [New Date and Time]. I apologize for any inconvenience this may cause and appreciate your understanding.

If you have any concerns or if this new shift does not work for you, please feel free to reach out to me directly.

Thank you for your flexibility.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]