

Shift Change Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Shift Change Notification for Temporary Role

Dear [Employee's Name],

I hope this message finds you well. I am writing to inform you that there has been a temporary change to your shift schedule due to [reason for shift change, e.g., operational needs, staffing adjustments].

Your new shift details are as follows:

- **New Shift Start Date:** [Insert New Start Date]
- **New Shift Time:** [Insert New Shift Time]
- **New End Date (if applicable):** [Insert End Date]

Please make the necessary arrangements to accommodate this change. If you have any concerns or require further assistance, do not hesitate to reach out to me.

Thank you for your understanding and flexibility during this time.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]