

Remote Work Shift Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Remote Work Shift Notification

Dear [Employee's Name],

This is to inform you that your work shift has been adjusted to a remote working arrangement, effective from [Start Date] to [End Date].

During this period, please ensure that you are available for communication via [preferred communication tools] during your regular work hours.

If you have any questions or concerns regarding this change, feel free to reach out.

Thank you for your flexibility and understanding.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]