

# Notice of Altered Employee Roster

Dear [Employee Name],

We hope this message finds you well. We are writing to inform you of an alteration to the employee roster that will take effect on [Effective Date].

As part of our ongoing efforts to ensure optimal staffing and team performance, the following changes have been made:

- **[New Shift/Role]:** [Details]
- **[New Shift/Role]:** [Details]
- **[New Shift/Role]:** [Details]

Please review the updated roster and let us know if you have any concerns or require clarification regarding your new schedule.

Thank you for your understanding and cooperation.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]