

# Shift Alteration Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Notification of Shift Change

Dear [Employee's Name],

We would like to inform you that there has been a change to your scheduled shift. The details of the alteration are as follows:

<b>Original Shift</b>	<b>New Shift</b>
[Original Shift Details]	[New Shift Details]

We apologize for any inconvenience this may cause and appreciate your understanding in this matter. If you have any questions or concerns regarding this change, please do not hesitate to reach out.

Thank you for your attention.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]