

Dear [Employee Name],

We hope this message finds you well. We are writing to inform you about the revised work roster that will be effective from [start date]. After careful consideration of current operational needs and employee feedback, we have made some adjustments to the scheduling.

Please find below your updated work schedule:

- [Date] - [Shift Time]
- [Date] - [Shift Time]
- [Date] - [Shift Time]
- [Date] - [Shift Time]

If you have any conflicts or require further clarification regarding the new schedule, please do not hesitate to reach out to your supervisor or HR department.

Thank you for your understanding and flexibility as we implement these changes.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]