

Department Shift Update Notice

Date: [Insert Date]

To: All Department Staff

From: [Your Name]

Subject: Update on Department Shifts

Dear Team,

We would like to inform you about the upcoming changes to the department shifts starting from [Effective Date]. The new schedule will be as follows:

- **Shift A:** [Time] - [Time] - [Employee Names]
- **Shift B:** [Time] - [Time] - [Employee Names]
- **Shift C:** [Time] - [Time] - [Employee Names]

Please ensure that you are aware of your new shift and make arrangements accordingly. If you have any questions or concerns, feel free to reach out to your supervisor.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]