

Notification of Altered Work Shifts

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Notification of Change in Work Schedule

Dear [Employee's Name],

We would like to inform you that your work shifts have been altered. The changes are necessary to better accommodate our current staffing needs and ensure that we continue to meet our operational goals.

The details of your new work schedule are as follows:

- New Shift Start Date: [Insert Date]
- New Work Hours: [Insert New Work Hours]
- Days of the Week: [Insert Days]

If you have any concerns or need to discuss this change, please feel free to reach out to me directly.

Thank you for your understanding and flexibility.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]

[Contact Information]