

Internal Advisory Notice

Date: [Insert Date]

To: All Employees

From: [Your Name], [Your Position]

Subject: Operational Shift Changes in Pharmaceutical Division

Dear Team,

We are writing to inform you about upcoming changes to our operational shifts within the Pharmaceutical Division, effective [start date]. These adjustments are part of our ongoing efforts to optimize our workflows and enhance productivity across all departments.

New Shift Schedule:

- Day Shift: [Start Time] - [End Time]
- Evening Shift: [Start Time] - [End Time]
- Night Shift: [Start Time] - [End Time]

Please note that this new schedule has been designed to ensure adequate coverage during critical operational hours and to align with regulatory requirements. Your supervisors will provide further guidance on specific shift assignments.

If you have any questions or concerns regarding the new shift patterns, do not hesitate to reach out to your supervisor or the HR department.

Thank you for your cooperation and continued commitment to operational excellence.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]