

# Departmental Shift Communication

Date: **[Insert Date]**

To: **[Employee Name]**

From: **[Supervisor/Manager Name]**

Subject: Shift Change Notification

Dear [Employee Name],

We would like to inform you that there has been a change in your departmental shift schedule. Effective [start date], your new shift will be as follows:

- **New Shift Timing:** [Insert New Shift Times]
- **Department:** [Insert Department Name]

Please confirm the receipt of this communication and reach out if you have any questions or concerns regarding the shift change.

Thank you for your understanding.

Best regards,

[Supervisor/Manager Name]

[Title]

[Company Name]

[Contact Information]