

# Subject: Notification of Altered Shift Timings

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you of a change in your shift timings effective from [Start Date]. Your new shift schedule will be as follows:

- Previous Shift: [Previous Shift Timings]
- New Shift: [New Shift Timings]

We understand that changes in your schedule can be challenging, and we appreciate your flexibility and understanding in this matter. If you have any questions or concerns regarding this change, please feel free to reach out to your supervisor.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]