

# Shift Change Notification

Dear [Employee Name],

We hope this message finds you well. We are writing to inform you about an upcoming change to your scheduled shifts.

Your new shift details are as follows:

- **Previous Shift:** [Previous Shift Details]
- **New Shift:** [New Shift Details]
- **Effective Date:** [Effective Date]

If you have any questions or concerns about this change, please do not hesitate to reach out to your supervisor.

Thank you for your understanding and flexibility.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]