

Shift Restructuring Announcement

Date: [Insert Date]

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you about an important change in our scheduling practices that will affect your upcoming shifts. As part of our continuous effort to improve operations and meet our business goals, we are restructuring our shift schedules.

Starting from [Insert Start Date], the following changes will take effect:

- [New Shift Times or Days]
- [Any Other Relevant Changes]

We believe that this restructuring will help us enhance productivity and ensure that we better serve our customers. We appreciate your flexibility and understanding during this transition.

If you have any questions or concerns, please do not hesitate to reach out to [Insert Contact Person/HR Department].

Thank you for your continued commitment to our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]