

Work Shift Arrangement Notification

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Shift Arrangement for [Project Name]

Dear [Subcontractor Name],

We would like to inform you of the work shift arrangements for the upcoming week on the [Project Name] project. Please find the details below:

Shift Schedule

Date	Shift Time	Assigned Personnel
[Insert Date]	[Insert Shift Time]	[Insert Personnel Names]
[Insert Date]	[Insert Shift Time]	[Insert Personnel Names]

Please ensure that all assigned personnel are aware of their shifts and arrive on time. If there are any changes or issues regarding the schedule, do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]