

# Provisional Employee Role Shifts Announcement

Date: [Insert Date]

Dear Team,

We hope this message finds you well. We would like to inform you about some upcoming changes to the shifts of our provisional employees.

**Effective from [Insert Start Date], the following provisional employee role shifts will be implemented:**

- **Employee Name 1:** [New Shift Details]
- **Employee Name 2:** [New Shift Details]
- **Employee Name 3:** [New Shift Details]

These changes are aimed at improving our operational efficiency and ensuring that we meet our team's needs effectively. We ask for your understanding and cooperation during this transition.

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

Thank you for your attention and support.

Best regards,

[Your Name]

[Your Position]

[Company Name]