

Department Personnel Shift Notification

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Upcoming Personnel Shifts

Dear [Recipient's Name],

I hope this message finds you well. This letter serves to inform you of the upcoming personnel shifts within [Department Name] as follows:

Shift Schedule

Employee Name	Previous Shift	New Shift
[Employee 1]	[Previous Shift 1]	[New Shift 1]
[Employee 2]	[Previous Shift 2]	[New Shift 2]

We believe these changes will optimize our workflow and improve overall department efficiency. If you have any questions or concerns regarding these shifts, please feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Department Name]

[Your Contact Information]