

Team Shift Offer Letter

Date: **[Insert Date]**

To: **[Employee Name]**

Position: **[Employee Position]**

Department: **[Department Name]**

Dear [Employee Name],

We are pleased to offer you a shift opportunity within our team starting on **[Start Date]**. This shift change is part of our ongoing effort to optimize our operations and improve team collaboration.

Your new schedule will be as follows:

- Shift: **[New Shift Time]**
- Days of Work: **[Days]**

We believe that this change will provide you with an opportunity to enhance your skills and contribute to our team's success in new ways. Please confirm your acceptance of the shift offer by **[Response Deadline]**.

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

Sincerely,
[Your Name]
[Your Position]
[Company Name]