

# Notice of Planned Schedule Changes

Date: [Insert Date]

Dear [Employee/Team Name],

I hope this message finds you well. We would like to inform you of some planned changes to the schedule that will take effect on [Insert Effective Date].

The following adjustments have been made:

- [Change 1: Description]
- [Change 2: Description]
- [Change 3: Description]

We understand that schedule changes can be challenging, and we appreciate your flexibility and understanding. If you have any questions or concerns regarding these changes, please do not hesitate to reach out to [Contact Person/Department].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]