

# Shift Change Notification

Dear [Employee's Name],

I hope this message finds you well. I am writing to inform you about a change in your scheduled shift for the upcoming week.

Your originally scheduled shift on [Original Date/Time] has been changed to [New Date/Time]. We appreciate your flexibility and understanding regarding this adjustment.

If you have any questions or concerns about this change, please feel free to reach out to me directly.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]