

Operational Shifts Advisory

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Notification of Operational Shift Changes

Dear [Employee Name],

We are writing to inform you about upcoming changes to the operational shifts that will take place in the following week/month. These adjustments aim to enhance productivity and meet our evolving business needs.

Effective from [Start Date], your new shift schedule will be as follows:

- Monday: [New Shift Hours]
- Tuesday: [New Shift Hours]
- Wednesday: [New Shift Hours]
- Thursday: [New Shift Hours]
- Friday: [New Shift Hours]

Please note that these changes are essential for maintaining our operational efficiency. If you have any questions or concerns regarding this adjustment, do not hesitate to reach out.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]