

# Shift Change Notification

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Shift Change Notification

Dear [Employee Name],

This is to formally notify you that there will be a change to your work schedule. Effective [insert effective date], your shift will be changed from [insert old shift details] to [insert new shift details].

We appreciate your flexibility and understanding regarding this change. If you have any questions or concerns, please feel free to reach out to me directly.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]