

# Employee Shift Reassignment Notification

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Dear [Employee's Name],

We would like to inform you that due to [reason for reassignment], your shift schedule has been reassigned. Starting from [effective date], your new shift will be as follows:

**New Shift Schedule:**

Days: [insert days]

Hours: [insert hours]

We appreciate your flexibility and understanding during this transition. If you have any questions or concerns regarding this change, please do not hesitate to reach out to your supervisor.

Thank you for your continued dedication to our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]