

# Driver Shift Revision Notification

Date: [Insert Date]

To: [Driver's Name]

From: [Manager's Name]

Subject: Revision of Driver Shift Schedule

Dear [Driver's Name],

I hope this message finds you well. I am writing to inform you of a revision to your upcoming driver shift schedule. This change is necessary to ensure optimal coverage and service.

Your revised shift will now be as follows:

- **Original Shift:** [Original Date & Time]
- **Revised Shift:** [New Date & Time]

Please confirm your availability for the new shift at your earliest convenience. Should you have any questions or concerns regarding this change, do not hesitate to reach out.

Thank you for your understanding and cooperation.

Sincerely,

[Manager's Name]

[Title]

[Company Name]

[Contact Information]