

# Personnel Shift Notice

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Shift Change Notification

Dear [Employee Name],

This letter serves to inform you of a change in your work shift. Effective [insert effective date], your new shift will be as follows:

- **New Shift Timing:** [Insert New Shift Timing]
- **Work Days:** [Insert Work Days]

We appreciate your flexibility regarding this shift adjustment and understand the importance of a smooth transition. If you have any questions or concerns, please feel free to contact me.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]