

Shift Change Notice

Date: [Insert Date]

To: [Insert Security Guard's Name]

From: [Insert Supervisor's Name]

Subject: Shift Change Notification

Dear [Insert Security Guard's Name],

This letter serves to inform you of a change in your scheduled shift. Effective [Insert Effective Date], your new shift will be from [Insert New Start Time] to [Insert New End Time].

Please ensure you are present for your new shift times and communicate any issues or concerns regarding this change as soon as possible.

Thank you for your cooperation.

Sincerely,

[Insert Supervisor's Name]

[Insert Job Title]

[Insert Contact Information]