

# Announcement of Shift Changes in Our Technical Support Framework

Dear Team,

We would like to inform you about upcoming changes to our technical support framework that will take effect starting **[Effective Date]**. These adjustments are aimed at improving our service efficiency and response times.

## New Shift Schedule:

- Morning Shift: 8:00 AM - 4:00 PM
- Evening Shift: 4:00 PM - 12:00 AM
- Night Shift: 12:00 AM - 8:00 AM

Please review the new schedule and prepare for your respective shifts. We appreciate your cooperation and commitment to providing exceptional support to our customers.

If you have any questions or concerns regarding this announcement, feel free to reach out to your manager.

Thank you for your understanding.

Best Regards,  
**[Your Name]**  
**[Your Position]**  
**[Company Name]**