

# Notification of Contractor Schedule Shifts

Date: [Insert Date]

To: [Contractor's Name]

Subject: Schedule Shift Notification

Dear [Contractor's Name],

This letter is to inform you of your upcoming schedule shifts as part of our ongoing project. Please find the details below:

## Schedule Details:

- **Date:** [Insert Date]
- **Start Time:** [Insert Start Time]
- **End Time:** [Insert End Time]
- **Location:** [Insert Location]

Should you have any questions or require further clarification regarding your schedule, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]