

# Timetable Amendment Notification

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Amendment to Your Work Timetable

Dear [Employee Name],

We are writing to inform you of an amendment to your current work timetable. Due to [reason for change, e.g., staffing needs, scheduling conflicts], we have made the following adjustments:

- Original Shift: [Original Shift Details]
- New Shift: [New Shift Details]

This change will take effect from [Effective Date]. We understand that this may require adjustments on your part, and we appreciate your flexibility and understanding.

If you have any concerns or require further clarification, please do not hesitate to reach out.

Thank you for your continued hard work and dedication to our team.

Sincerely,

[Manager Name]

[Position]

[Company Name]