

Front-of-House Shift Schedule Variation

Date: [Insert Date]

Dear [Employee's Name],

We would like to inform you about a variation in the front-of-house shift schedule. Due to [reason for variation], your shift has been adjusted as follows:

Original Schedule:

Date: [Original Date]

Time: [Original Shift Time]

New Schedule:

Date: [New Date]

Time: [New Shift Time]

We appreciate your understanding and flexibility in this matter. Should you have any questions or concerns, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]