

Shift Modification Notification

Dear [Employee Name],

We hope this message finds you well. We would like to inform you of a modification to your upcoming shift schedule:

Original Shift: [Date & Time]

Modified Shift: [New Date & Time]

If you have any questions or concerns regarding this change, please do not hesitate to reach out to your supervisor.

Thank you for your understanding and flexibility.

Best regards,

[Restaurant Name]

[Contact Information]