

Shift Reassignment Notification

Dear [Team Member's Name],

We hope this message finds you well. We would like to inform you of a change in your shift for the upcoming week.

Effective [Effective Date], your new shift will be as follows:

- **Day:** [New Shift Day]
- **Time:** [New Shift Time]

This reassignment is necessary due to [Reason for Reassignment]. We appreciate your flexibility and understanding.

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

Thank you for your dedication and hard work.

Sincerely,

[Your Name]

[Your Position]

[Restaurant Name]