

Schedule Change Announcement

Dear [Staff Name],

We are writing to inform you of a change in your upcoming work schedule. Due to [reason for change], your shift on [original date and time] has been rescheduled to [new date and time].

We apologize for any inconvenience this may cause and appreciate your understanding and flexibility. If you have any questions or concerns, please do not hesitate to reach out to your supervisor.

Thank you for your continued dedication and hard work.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]