

# Shift Schedule Adjustment Notice

Date: [Insert Date]

To: [Staff Member's Name]

From: [Manager's Name]

Subject: Shift Schedule Adjustment

Dear [Staff Member's Name],

I hope this message finds you well. I am writing to inform you of a necessary adjustment to your shift schedule due to [reason for adjustment, e.g., staffing needs, special event, etc.].

Your new schedule is as follows:

- Previous Shift: [Insert Previous Shift Details]
- New Shift: [Insert New Shift Details]

We appreciate your understanding and flexibility with this change. If you have any concerns or conflicts regarding your new schedule, please do not hesitate to reach out to me directly.

Thank you for your hard work and commitment to our restaurant.

Best regards,

[Manager's Name]

[Restaurant Name]

[Contact Information]