

# Shift Change Notification

Dear [Employee's Name],

We hope this message finds you well. This letter serves to formally notify you of a change in your scheduled shifts effective [Effective Date].

## New Shift Details

- **Previous Shift:** [Previous Shift Details]
- **New Shift:** [New Shift Details]
- **Location:** [Job Site Location]

## Protocols to Follow

1. Ensure you communicate any conflicts or concerns to your supervisor by [Communication Deadline].
2. Attend orientation for your new shift on [Date & Time].
3. Complete all safety training required for the new shift schedule.

Your cooperation and flexibility are greatly appreciated as we work to optimize our project schedules. If you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]  
[Contact Information]