

# Shift Notification

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Notification of Shift Change

Dear [Employee Name],

We are writing to inform you of a change in your work schedule. Effective [Insert Date], your shift will be modified to the following:

- New Shift: [Insert New Shift Timing]
- Effective From: [Insert Date]

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

Thank you for your attention to this matter.

Sincerely,

[Manager/Supervisor Name]

[Title]

[Company Name]