

[Date]

[Employee Name]
[Employee ID]
[Current Department]

Subject: Notification of Disciplinary Shift Transfer

Dear [Employee Name],

This letter serves as formal notification that your work schedule and shift assignment are being changed effective [Start Date].

This decision follows the disciplinary meeting held on [Date] regarding [briefly state the policy violation or performance issue, e.g., repeated tardiness/safety violations]. As discussed, this transfer is a formal disciplinary action intended to [reason for transfer, e.g., provide closer supervision/remediate performance].

Your new schedule will be as follows:

- **New Shift:** [e.g., Second Shift / Night Shift]
- **Working Hours:** [Start Time] to [End Time]
- **Work Days:** [List Days of the Week]
- **Reporting Supervisor:** [Name of New Supervisor]

Please be advised that this transfer is mandatory. Failure to report for your new shift on the effective date will be considered job abandonment and may result in further disciplinary action, up to and including termination of employment.

We expect that this change will result in an immediate and sustained improvement in your [conduct/performance]. We will continue to monitor your progress in your new shift assignment.

Please sign below to acknowledge receipt of this notification.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Acknowledgment of Receipt:

[Employee Signature]

[Date]