

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Department: [Department Name]

Subject: Notification of Temporary Shift Change

Dear [Employee Name],

This letter is to formally notify you of a temporary change to your current work schedule. Due to [Reason for Change, e.g., operational requirements/project needs/staffing coverage], your shift is being transferred as follows:

Current Shift: [Current Start Time] to [Current End Time]

New Temporary Shift: [New Start Time] to [New End Time]

Effective Date: [Start Date]

Expected End Date: [End Date or "Until Further Notice"]

Your work location and primary job responsibilities will remain the same. Please ensure you report to [Manager/Supervisor Name] at the start of your new shift on the effective date mentioned above.

If you have any immediate questions regarding this temporary transfer, please contact your supervisor or the Human Resources department as soon as possible.

Thank you for your flexibility and continued commitment to the team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge receipt of this notification and understand the terms of my temporary shift change.

Signature: _____ Date: _____