To

[The Recipient/employee]  
[Designation]  
[Department Name]

Subject: Notice of change in shift regarding [XYZ]

Dear Mr. ABC,

This is to inform you that your work shift is being changed and will be effective from 1st October 2022. As you know that we have expanded our company and hired new people, and a new schedule has been designed for every person. Therefore, every employee is experiencing a change in work hours.

As per the policies of the company, we have decided to bring changes so that we can accommodate all our employees in a balanced way. We believe that a change in working hours is very exciting for people as it brings a change in their routine, and they experience a change that brings excitement in their life.

We would like to instruct you to be at work at 8:30 sharp so that we can guide you in a better way about the changes in the work schedule.

We know that you might have some problems dealing with the new shift. However, we expect you to handle the situation professionally. However, still if you face any problems adjusting to the new routine, you can contact me. We will try to sort things out for you as much as possible. We will try to manage the situation to the best of our abilities as the satisfaction of our employees is our top priority.

Thank you so much for your cooperation. We are so excited to see all of you working happily and with passion at your new work shifts.

Regards.

[Your Name]  
[Designation]  
[Department]  
[Company Name