

[Today's date]

Re: Notification of Change of Shift

Dear [Employee Name],

Thank you for being such a dedicated and flexible employee. We appreciate all that you do.

After careful consideration, we've decided to make changes to your shift. [Reason why there's a change, such as:]

- We're expanding our hours starting at the beginning of [month] to better meet our customers' needs.
- We're moving to a 4/10 schedule to help our employees gain better work/life balance.
- We're opening a new location and our staffing needs have changed.
- An employee left the company and we need additional coverage during this time slot.
- You requested to transition to a part-time team member.

Beginning on [date change takes effect], your new work hours will be [name of shift (if applicable)] [list updated work hours]

(If applicable) This schedule will be in effect until [last day of schedule change].

(Changes to pay, if applicable)

- Despite the change of hours, your pay rate and number of hours per week remain the same.
- Since you'll now be working second shift, you're eligible for a shift differential of [\$XX.XX] per hour. Beginning on [date change takes place] your new pay rate will be [\$XX.XX] per hour.
- With the addition of new hours, your weekly pay will increase by [\$XX.XX] per pay period.
- Since you'll be working fewer hours each week, your weekly pay will also decrease. However, your pay per hour remains the same.

Please let [person or department] know if you have questions or conflicts, or if you need clarification on anything.

Sincerely,
[Your signature]
[Your name]

Template Letter Changes In Working Hours

VM Jensen



Template Letter Changes In Woring Hours:

Template Letter Changes In Woring Hours Book Review: Unveiling the Power of Words

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