



Hourly

Company ABC
2222 Hickory Lane
Somewhereville, MI 99999
875-355-09091

Oct. 13, 2022

Re: Notification of Change of Shift

Dear Jane Doe,

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. We're expanding our hours starting at the end of November to better meet our customers' needs. As of November 28th, we'll now be open from 8 A.M. to 8 P.M., Monday through Saturday.

Beginning Monday, November 28th, your new work hours will be the second shift. Your specific hours will be 2 P.M. to 8 P.M. on Monday through Friday. You'll be off of work on Saturdays. Your pay rate and number of hours per week remain the same.

Please let Human Resources know if you have questions or conflicts, or if you need clarification on anything.

Sincerely,

Jane Boss

Jane Boss

Enclosures: The new company-wide work schedule

Sample Letter Request Change Schedule Work

Xiaolong Qi



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