Shift change notification email

Give at least two weeks' notice for permanent changes, and check local predictive scheduling laws, which can require 14 days' notice and pay for late changes. Send one-off changes as soon as the need is known, with a text for anything under 72 hours.

PERMANENT SHIFT CHANGE

Subject: Your new shift from [Effective Date]

Hi [First Name],

Starting [Effective Date], your regular shift will change:

- Current: [Current Days] [Current Start Time] to [Current End Time]
- New: [New Days] [New Start Time] to [New End Time]

Why: [Reason, e.g. call volume has shifted later in the day, and we need more coverage between 4 and 9 p.m.].

Your pay rate stays [Current Rate]. [If applicable: This shift qualifies for the evening differential of [Differential Amount] per hour.] Your breaks will be at [Break Times].

If the new schedule conflicts with childcare, school, another job, a medical need or a religious practice, please tell me by [Response Deadline] so we can look at options, including swapping with a colleague.

[Manager Name]
[Title], [Company]
[Phone Number]

ONE-OFF CHANGE

Subject: Change to your shift on [Shift Date]

Hi [First Name],

We need to move your shift on [Shift Date]:

- Was: [Original Start Time] to [Original End Time]
- Now: [New Start Time] to [New End Time]

Reason: [Reason, e.g. system maintenance means the floor opens two hours later that day].

Please reply to confirm by [Response Deadline]. If you can't make the new time, let me know and we'll find cover or work out another option. [If applicable: Because this change is less than [Notice Period] in advance, you'll receive [Premium Pay] under our scheduling policy.]

Thanks,

[Manager Name]

TEAM-WIDE ROSTER CHANGE

Subject: New [Team Name] roster from [Effective Date]

Hi team,

We're moving to a new roster from [Effective Date]. Your individual schedules are attached and in [Scheduling System].

What's changing:

- [Change 1, e.g. shifts move from 8-hour days to 10-hour days, four days a week]
- [Change 2, e.g. weekend coverage rotates every fourth week instead of every other week]
- [Change 3, e.g. team huddle moves to 9:45 a.m.]

Why: [Reason].

If your new schedule doesn't work for you, you can request a swap using [Swap Process] by [Swap Deadline], or speak to me directly. Requests for accommodation go to [HR Contact].

I'll hold two short Q&A huddles on [Huddle Dates and Times].

[Manager Name]
[Title], [Company]

URGENT SAME-DAY CHANGE

Subject: Today's shift: can you start at [New Start Time]?

Hi [First Name],

We need to change today's shift because [Reason, e.g. a power outage at the site this morning]. Could you work [New Start Time] to [New End Time] instead of your scheduled [Original Start Time] to [Original End Time]?

Please reply or text me at [Phone Number] by [Response Deadline]. If you can't, that's OK; just let me know so I can arrange cover.

[Manager Name]

SUBJECT LINE IDEAS

- Your new shift from [Effective Date]
- Change to your shift on [Shift Date]

• New [Team Name] roster from [Effective Date]

• Schedule change: please confirm by [Response Deadline]

• Shift timing change starting [Effective Date]

• Today's shift: can you start at [New Start Time]?

• Your updated schedule for the week of [Week Start]

SMS / WHATSAPP VERSION

Hi [First Name], it's [Manager Name] at [Company]. Your shift on [Shift Date] is moving to [New Start Time]-[New End Time]. Details in your email. Please reply YES to confirm or call me at [Phone Number] if this doesn't work.

Placeholders to replace: [First Name], [Effective Date], [Shift Date], [Current Days], [Current Start Time], [Current End Time], [New Days], [New Start Time], [New End Time], [Original Start Time], [Original End Time], [Reason], [Current Rate], [Differential Amount], [Break Times], [Notice Period], [Premium Pay], [Response Deadline], [Team Name], [Scheduling System], [Swap Process], [Swap Deadline], [Huddle Dates and Times], [Week Start], [HR Contact], [Phone Number], [Manager Name], [Title], [Company]