

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Company Name]

Dear [Recipient Name],

Subject: Security Guard Shift Change Notification

I am writing to inform you about a change in the shift schedule for the security personnel assigned to [specific location/site].

Effective [start date of the new schedule], the following shift changes will take place:

- ****Current Shift:**** [Current shift details]
- ****New Shift:**** [New shift details]

The adjustments are made to ensure optimal coverage and better alignment with operational needs.

Please acknowledge the receipt of this notification and ensure that all concerned personnel are informed of the changes in their schedules.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hardcopy)]
[Your Printed Name]
[Your Position]
[Company Name]