

# Advance Notice Form: Shift Change Notification

Use this **advance notice form** sample to efficiently communicate upcoming shift changes to your team, ensuring everyone is informed in a timely manner. This template helps maintain clear scheduling and reduces confusion. Customize it to suit your workplace needs and improve shift management.

**Employee Name:**

**Original Shift Date:**

**Original Shift Time:**

**New Shift Date:**

**New Shift Time:**

**Reason for Shift Change:**

(Optional)

**Manager/Supervisor Name:**

**Date of Notice:**

**Employee Acknowledgement (Signature/Initials):**

*Please ensure this form is submitted to the relevant parties and a copy is saved for your records. Adjust this template as needed for your organization's procedures.*