

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.