

# Notice Letter for Moving Out of Apartment

---

Samantha Lee  
Operations Manager  
Bright Future Consulting Firm  
900 Business Park Drive  
Metro City, CA, 90210  
samantha.lee@brightfutureconsulting.com  
(555) 123-4567  
March 1, 2024

Christopher Bauer  
Consultant  
Bright Future Consulting Firm  
900 Business Park Drive  
Metro City, CA, 90210

RE: Notice of Schedule Change  
Dear Mr. Christopher Bauer,

This letter serves as formal notification of an upcoming change to your work schedule at Bright Future Consulting Firm. After careful consideration of business needs and project requirements, we find it necessary to adjust the schedules of several team members, including yours.

Effective Date of Change: March 15, 2024  
New Schedule: Monday to Friday, 10:00 AM to 7:00 PM  
Previous Schedule: Monday to Friday, 8:00 AM to 5:00 PM

This adjustment is being made to better align our workforce with client demands and to enhance our team's overall efficiency. We understand that changes to work schedules

can have personal impacts, and we have attempted to minimize inconvenience by providing you with advance notice.

Key Points Regarding the Schedule Change:

**Duration:** This new schedule is expected to be in place for the next six months, at which point it will be reviewed.

**Flexibility:** We remain committed to accommodating personal commitments and promoting work-life balance. Should you have any concerns or scheduling conflicts that arise due to this change, please feel free to discuss them with me directly.

**Support:** Additional support and resources will be provided to assist you during this transition period, including access to time management tools and flexible work arrangements, where possible.

We appreciate your understanding and flexibility as we implement these changes. Your contributions to the team are highly valued, and we believe that this new schedule will allow us to continue delivering exceptional service to our clients while also supporting our employees' needs.

Please acknowledge receipt of this notice by signing and returning a copy to the HR department by [return by date]. Should you have any questions or need further clarification, do not hesitate to contact me directly at (555) 123-4567 or via email.

Thank you for your continued dedication and professionalism. We look forward to your cooperation in making this transition as smooth as possible.

Sincerely,

Samantha Lee  
Operations Manager  
Bright Future Consulting Firm