

Notice of Schedule Modification

Date: [Insert Date]

To: [Employee Name]

From: [Your Name/Company Name]

Subject: Schedule Modification Notification

Dear [Employee Name],

This letter is to inform you that there will be a modification to your work schedule effective [Effective Date]. The details of the new schedule are as follows:

- **Current Schedule:** [Current Schedule Details]
- **New Schedule:** [New Schedule Details]

Please be aware that this change is necessary due to [Reason for Change]. We appreciate your flexibility and understanding during this transition.

If you have any questions or concerns regarding this change, please feel free to reach out to me directly at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]