

Update on Employee Working Hours

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you about an update regarding your working hours.

Effective [Start Date], your new working hours will be as follows:

- Monday: [New Hours]
- Tuesday: [New Hours]
- Wednesday: [New Hours]
- Thursday: [New Hours]
- Friday: [New Hours]

If you have any questions or concerns regarding this change, please do not hesitate to reach out.

Thank you for your understanding.

Best regards,
[Your Name]
[Your Position]
[Company Name]