

# Confirmation of Changed Working Hours

Date: [Insert Date]

To: [Employee Name]

From: [Supervisor/Manager Name]

Subject: Confirmation of Changed Working Hours

Dear [Employee Name],

This letter is to confirm that your working hours have been changed as per our recent discussion. The new working hours will be effective from [Start Date].

Your new working hours are as follows:

- Days: [Specify Days]
- Start Time: [Specify Start Time]
- End Time: [Specify End Time]

If you have any questions or concerns regarding this change, please feel free to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]