

# Notice of Temporary Schedule Variation

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Temporary Schedule Variation

Dear [Employee's Name],

We would like to inform you that due to [reason for schedule variation], there will be a temporary change to your work schedule. The details are as follows:

- **Current Schedule:** [Insert Current Schedule]
- **Temporary Schedule:** [Insert Temporary Schedule]
- **Duration:** [Insert Duration of Variation]

We apologize for any inconvenience this may cause and appreciate your understanding and flexibility during this time.

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

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]