

Notification of Scheduled Work Hour Change

Dear [Employee's Name],

We would like to inform you that there will be a change in your scheduled work hours. Effective [Effective Date], your new work schedule 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 feel free to reach out to your supervisor.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]