

Notice of Changes to Work Hours

Date: [Insert Date]

To: [Employee/Team Name]

Dear [Employee/Team Name],

We are writing to inform you about changes to the work hours that will take effect starting [Effective Date]. These changes are being made to [briefly explain reason for change, e.g., improve productivity, align with business needs, etc.].

New Work Hours

Effective [Effective Date], the new work hours will be as follows:

- Monday to Friday: [New Start Time] to [New End Time]
- Saturday: [New Start Time] to [New End Time] (if applicable)
- Sunday: [New Start Time] to [New End Time] (if applicable)

We believe these changes will [mention benefits, e.g., enhance workflow, accommodate employee needs, etc.]. We appreciate your understanding and cooperation during this transition.

If you have any questions or concerns regarding this change, please feel free to reach out to [Contact Person/HR Department] at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]