

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to inform you of a temporary modification to your work hours effective [Start Date] through [End Date]. This adjustment is necessary due to [reason for modification, e.g., departmental restructuring, ongoing project needs].

Your new work hours will be as follows:

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

Please understand that this change is temporary, and we will provide further updates regarding your schedule as needed. If you have any questions or concerns, feel free to reach out to [Supervisor's Name] at [Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]