

Notification of Rescheduled Work Plan

Dear [Employee's Name],

We would like to inform you that the work plan originally scheduled for [original date] has been rescheduled to [new date]. This change is due to [reason for rescheduling].

Updated Details:

- **New Date:** [New Date]
- **Time:** [New Time]
- **Location:** [New Location]

We appreciate your understanding and flexibility. If you have any questions or concerns regarding this change, please feel free to reach out.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Job Title]
[Your Company]