

Work Schedule Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Supervisor's Name]

Subject: Revised Work Schedule Notification

Dear [Employee's Name],

We would like to inform you of a revision to your work schedule, effective [Start Date of New Schedule]. Please find the details of your new schedule below:

- **Monday:** [New Time]
- **Tuesday:** [New Time]
- **Wednesday:** [New Time]
- **Thursday:** [New Time]
- **Friday:** [New Time]

If you have any questions or require further clarification on this change, please do not hesitate to reach out to me.

Thank you for your understanding.

Sincerely,

[Supervisor's Name]

[Title]

[Company Name]