

# Memo

**To:** [Employee Name]

**From:** [Your Name]

**Date:** [Current Date]

**Subject:** Change in Work Hours

Dear [Employee Name],

We would like to inform you that there has been a change in your work hours. Effective [Start Date of New Hours], your new work hours will be from [New Start Time] to [New End Time].

Please let us know if you have any questions or concerns regarding this change.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]