

Notice of Short-Term Workforce Alterations

Date: [Insert Date]

Dear [Employee's Name],

We would like to inform you about some temporary changes to our workforce operations due to [reason for the alteration, e.g., increased demand, project deadlines]. These changes are necessary to ensure that we continue to meet our goals effectively.

Effective [start date], the following alterations will take place:

- Adjustment in work hours to [specify new hours or shifts]
- [Additional changes, if any]

These alterations will be in effect until [end date or duration]. We appreciate your understanding and flexibility during this period. Please feel free to reach out to your supervisor or HR if you have any questions or concerns.

Thank you for your continued dedication and support.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]