

Temporary Staffing Adjustments Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name/Your Position]

Subject: Notification of Temporary Staffing Adjustments

Dear [Employee's Name],

We would like to inform you about a temporary adjustment to staffing levels that will take effect from [start date] to [end date]. This decision has been made to address [reason for adjustments, e.g., increased workload, temporary leave of absence, etc.].

Your role and responsibilities will be adjusted as follows:

- [Adjustment 1: Brief description]
- [Adjustment 2: Brief description]
- [Adjustment 3: Brief description]

We appreciate your understanding and flexibility during this period. Should you have any questions or concerns regarding these adjustments, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]