

Overtime Schedule Adjustment Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Adjustment to Overtime Schedule

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you of an adjustment to your overtime schedule for the upcoming period.

Effective [Start Date], your new overtime hours will be as follows:

- [Day/Date]: [New Hours]
- [Day/Date]: [New Hours]
- [Day/Date]: [New Hours]

Please adjust your plans accordingly. If you have any questions or concerns regarding this change, do not hesitate to reach out.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]