

Work Hours Alteration Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Notification of Altered Work Hours

Dear [Employee's Name],

I hope this message finds you well. I am writing to inform you of a change in your work hours effective [Insert Effective Date]. Please find the new schedule outlined below:

- Old Work Hours: [Insert Old Work Hours]
- New Work Hours: [Insert New Work Hours]

This adjustment has been made to better align with our operational needs. We appreciate your understanding and flexibility regarding this change.

If you have any questions or concerns, please feel free to reach out to me directly.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]