

Employment Status Change Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to formally inform you about a change in your employment status at [Company Name]. Effective [Effective Date], your employment status will change from [Current Status, e.g., Full-Time to Part-Time] to [New Status].

This change comes in response to [brief reason for the change, e.g., organizational restructuring, employee request, etc.]. Your new schedule will be [insert new schedule, if applicable].

We appreciate your contributions to the team and look forward to your continued success in your new role. Should you have any questions regarding this change, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]