

# Employee Scheduling Modification Notice

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

Dear [Employee Name],

We are writing to inform you of a modification to your work schedule. Due to [reason for modification], we have made the following changes:

- **Original Schedule:** [Insert Original Schedule]
- **New Schedule:** [Insert New Schedule]

Please note that these changes will take effect on [effective date]. If you have any questions or concerns regarding this modification, do not hesitate to reach out to your supervisor.

Thank you for your understanding and flexibility.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]