

Work Schedule Adjustment Notification

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you of a change to your work schedule. Effective [Start Date], your new schedule will be as follows:

- Monday: [New Hours]
- Tuesday: [New Hours]
- Wednesday: [New Hours]
- Thursday: [New Hours]
- Friday: [New Hours]

Please let us know if you have any questions or concerns regarding this adjustment. We appreciate your understanding and flexibility.

Best regards,
[Your Name]
[Your Job Title]
[Company Name]