

Custom Work Hours Plan

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name/Company Name]

Subject: Custom Work Hours Plan

Dear [Employee's Name],

We appreciate your commitment and contributions to [Company Name]. To better accommodate your needs and enhance productivity, we have crafted a custom work hours plan that we believe will work effectively for both you and the team.

Proposed Work Hours:

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

During these hours, we expect you to:

- Attend scheduled meetings.
- Complete assigned tasks and projects.
- Communicate effectively with team members.

Please review the proposed schedule and provide your feedback by [Insert Deadline]. We are open to making adjustments as needed to ensure it aligns with your preferences and work-life balance.

Thank you for your ongoing dedication to our team.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]