

# Custom Work Hours Agreement

Date: [Insert Date]

Employee Name: [Employee's Name]

Employee Address: [Employee's Address]

Dear [Employee's Name],

This letter serves as an official agreement regarding your customized work hours at [Company Name]. Below are the details of the agreed-upon work schedule:

## Work Schedule

Start Date: [Insert Start Date]

End Date: [Insert End Date]

Days of the Week: [Specify Days]

Working Hours: [Specify Working Hours]

## Additional Terms

[Insert any additional terms or conditions regarding the work hours]

By signing below, both parties agree to the terms outlined in this Custom Work Hours Agreement.

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Employee Signature

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Employer Signature

Date: \_\_\_\_\_

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]