

Temporary Work Hour Reduction Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name/Your Position]

Subject: Temporary Reduction of Work Hours

Dear [Employee's Name],

We hope this message finds you well. In light of current circumstances affecting our business operations, we must implement a temporary reduction in work hours for some of our employees, including yourself.

Your new work schedule will be as follows:

- Effective Date: [Insert Start Date]
- Current Hours: [Insert Current Hours]
- New Hours: [Insert New Hours]

This reduction is expected to last until [Insert End Date], at which time we will reassess the situation and communicate any necessary changes.

We understand that this may present challenges, and we are committed to providing the support you may need during this transition. Please do not hesitate to reach out if you have any questions or concerns.

Thank you for your understanding and continued dedication to our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]