

# Work Schedule Adjustment Confirmation

Date: [Insert Date]

To: [Employee Name]

From: [Your Name/Manager's Name]

Subject: Work Schedule Adjustment Confirmation

Dear [Employee Name],

This letter is to confirm the adjustment to your work schedule as discussed on [insert discussion date]. Your new schedule is as follows:

- Start Date: [Insert Start Date]
- End Date: [Insert End Date]
- New Working Hours: [Insert New Hours]

If you have any questions or require further clarification, please feel free to reach out to me.

Thank you for your understanding and flexibility.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]