

# Notification of Updated Driver Hours

Date: [Insert Date]

Dear [Driver's Name],

We are writing to inform you that there have been updates to your driving hours effective from [Insert Effective Date]. Please find the revised schedule outlined below:

Day	Start Time	End Time	Hours
Monday	[Start Time]	[End Time]	[Total Hours]
Tuesday	[Start Time]	[End Time]	[Total Hours]

If you have any questions or concerns regarding this update, please do not hesitate to contact [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]