

# Adjusted Staffing Hours Notification

Date: [Insert Date]

To: [Staff/Employees' Names]

From: [Your Name/Department]

Subject: Updated Staffing Hours

Dear Team,

We hope this message finds you well. We would like to inform you of an adjustment to your staffing hours, effective [Insert Effective Date]. After careful consideration of our operational needs and employee wellbeing, we have made the following changes:

- Employee: [Name] - New Hours: [New Hours]
- Employee: [Name] - New Hours: [New Hours]
- Employee: [Name] - New Hours: [New Hours]

We believe these changes will help us better serve our clients while accommodating the needs of our staff. If you have any concerns or require further clarification, please do not hesitate to reach out.

Thank you for your understanding and continued dedication.

Best regards,

[Your Name]

[Your Position]

[Your Company]