

Modified Work Schedule Announcement

Date: [Insert Date]

To: [Employee's Name]

Dear [Employee's Name],

We are writing to inform you of a modification to your work schedule, effective [Start Date]. This adjustment has been made to better accommodate [reason for modification, e.g., personal circumstances, business needs, etc.].

Your new work hours will be as follows:

- Monday: [New Hours]
- Tuesday: [New Hours]
- Wednesday: [New Hours]
- Thursday: [New Hours]
- Friday: [New Hours]

We appreciate your understanding and flexibility regarding this change. Should you have any questions or require further clarification, please do not hesitate to reach out to your supervisor.

Thank you for your continued dedication to [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]