

Employee Hours Update

Date: [Insert Date]

To: [Employee Name]

Subject: Revised Work Hours

Dear [Employee Name],

We hope this message finds you well. We are writing to inform you of a revision to your scheduled work hours beginning [Start Date]. The updated hours are as follows:

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

If you have any questions or concerns regarding this change, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]