

Reduced Work Hours Notification

Date: [Insert Date]

Dear [Employee's Name],

We hope this message finds you well. As we transition into the [specific season], we must make some adjustments to our operational structure to better align with the current workload demands.

Effective [start date], your work hours will be temporarily reduced to [number of hours] per week. This adjustment will remain in effect until [end date], at which time we will reevaluate our staffing needs based on business conditions.

We appreciate your understanding and flexibility during this period. If you have any questions or concerns regarding this change, please feel free to reach out to [Contact Person/Department] at [Contact Information].

Thank you for your continued dedication and hard work.

Sincerely,

[Your Name]

[Your Position]

[Company Name]