

Notice of Reduced Work Hours

Dear [Employee's Name],

We hope this message finds you well. As part of our ongoing efforts to adapt to the current business environment and ensure the sustainability of our organization, we are implementing a staff reorganization that includes a reduction in work hours for some employees.

Starting from [Effective Date], your work hours will be reduced from [Current Work Hours] to [New Work Hours]. This decision was not made lightly and is aimed at maintaining operational efficiency while ensuring that all staff remain a valued part of our team.

We understand that this change may raise questions or concerns, and we encourage you to reach out to [HR Contact Person/Manager's Name] for further clarification and support. We appreciate your understanding and commitment during this transition period.

Thank you for your hard work and dedication to [Company Name]. Together, we will navigate through these changes.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]