

Reduced Work Hours Notification

Date: [Insert Date]

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you of a temporary change in your work schedule. Due to [reason for reduced hours such as "business needs" or "seasonal fluctuations"], your work hours will be reduced from [current hours] to [new hours] starting from [start date].

Your new schedule will be as follows:

- [Day 1: hours]
- [Day 2: hours]
- [Day 3: hours]

This change is expected to be in effect until [end date or duration if known]. We appreciate your understanding and flexibility during this time.

If you have any questions or concerns, please feel free to reach out to your supervisor or the HR department.

Thank you for your continued hard work and dedication.

Sincerely,

[Your Name]

[Your Title]

[Company Name]