

Letter Template: Reduced Work Hours Update

Date: [Insert Date]

Dear [Employee Name/Team],

We hope this message finds you well. As part of our ongoing commitment to adapt to the changing business landscape, we are implementing a company-wide policy change regarding work hours.

Effective [Insert Effective Date], all employees will transition to reduced work hours. The new schedule will entail [Insert New Work Hours, e.g., 30 hours per week] instead of the usual [Insert Old Work Hours, e.g., 40 hours per week]. This decision aims to [insert reasoning, e.g., improve work-life balance, increase productivity, etc.].

We understand that this change may bring questions and concerns. Therefore, we encourage open communication and invite you to reach out to your manager or the HR department for any clarifications.

Thank you for your understanding and continued dedication to our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]