

# Work Hours Adjustment Notification

Date: [Insert Date]

Dear [Employee's Name],

As we approach the Spring Break period, we want to inform you of the adjustments to your work hours. To accommodate the upcoming holiday, your work schedule will be modified as follows:

- **Start Date of Adjusted Hours:** [Insert Start Date]
- **End Date of Adjusted Hours:** [Insert End Date]
- **New Work Schedule:** [Insert New Schedule Details]

We appreciate your understanding and flexibility during this time. If you have any questions or concerns regarding the new schedule, please feel free to reach out to your supervisor.

Thank you,

Sincerely,

[Your Name]

[Your Position]

[Company Name]