

Letter of Modification to Virtual Work Arrangement

Date: [Insert Date]

To: [Employee Name]

[Employee Address]

Dear [Employee Name],

We hope this message finds you well. As part of our ongoing efforts to accommodate our employees' needs and enhance productivity, we are writing to inform you of modifications to your current virtual work arrangement.

Effective [insert effective date], the following adjustments will be made to your work schedule:

- Modified Work Hours: [insert new hours or schedule]
- Availability for Meetings: [insert any changes in availability]
- Communication Protocols: [insert any changes or additional requirements]

We believe these changes will provide you with the support needed to thrive in your role while maintaining a healthy work-life balance. Please confirm your understanding and acceptance of these modifications by [insert deadline].

If you have any questions or require further clarification, do not hesitate to reach out.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]