

# Work Schedule Modification Notice

Date: [Insert Date]

To: [Contractor's Name]

Company: [Contractor's Company]

Address: [Contractor's Address]

Dear [Contractor's Name],

We are writing to inform you of a modification to your work schedule for the upcoming project. This change is necessary due to [reason for modification, e.g., project requirements, resource availability].

## New Work Schedule

The updated work schedule is as follows:

- **Start Date:** [New Start Date]
- **End Date:** [New End Date]
- **Working Days:** [Specify Days]
- **Working Hours:** [Specify Hours]

We appreciate your understanding and flexibility regarding this matter. If you have any questions or require further clarification, please do not hesitate to reach out to us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]