

Contractor Workforce Timetable Adjustment

Date: [Insert Date]

To: [Contractor Name]

From: [Your Name]

Subject: Timetable Adjustment Notification

Dear [Contractor Name],

I hope this message finds you well. We are reaching out to notify you of a necessary adjustment to the current workforce timetable for [Project Name/Location]. After reviewing our project progress and resource availability, we believe these changes will better align with our project goals.

Updated Timetable

- Original Schedule: [Insert Original Schedule Details]
- New Schedule: [Insert New Schedule Details]

We appreciate your understanding and flexibility in accommodating this adjustment. Please confirm your acceptance of these changes at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]