

Letter of Consent for Modified Work Schedule

Date: _____

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally grant my consent for a modified work schedule as discussed. The temporary changes will be as follows:

- **Modified Start Time:** [New Start Time]
- **Modified End Time:** [New End Time]
- **Effective Dates:** [Start Date] to [End Date]
- **Reason for Modification:** [Brief Explanation]

I understand the implications of this modified schedule and agree to adhere to the new working hours during the specified period. I'm confident that this adjustment will not affect my performance and productivity.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]