

Kitchen Staff Hours Alteration Notice

Date: [Insert Date]

To: [Staff Member's Name]

Position: [Staff Member's Position]

Dear [Staff Member's Name],

We are writing to inform you of a change in your scheduled hours of work in the kitchen department. This alteration will take effect starting from [Effective Date].

Your new schedule will be as follows:

- Day: [New Work Day]
- Time: [New Work Hours]

If you have any questions or concerns regarding this change, please do not hesitate to reach out to your supervisor.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]