

# Notification of Extended/Reduced Hours

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you about changes to your working hours effective from [start date].

## **Extended Hours:**

Your new working hours will be from [start time] to [end time]. This extension is to accommodate [reason for extended hours]. We appreciate your flexibility and commitment during this period.

## **Reduced Hours:**

Due to [reason for reduced hours], your new working schedule will be [days of the week] from [start time] to [end time]. We understand that this may require adjustments, and we thank you for your understanding.

If you have any questions or concerns, please do not hesitate to reach out to your supervisor or the HR department.

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]