

[Company Name]
[Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notice of Reduction in Work Hours

Dear [Employee Name],

This letter is to formally notify you that [Company Name] will be implementing a reduction in work hours for your position, effective [Start Date].

Due to [Reason for reduction, e.g., economic conditions, seasonal shift, or reorganization], your weekly hours will be adjusted as follows:

- **Current Hours:** [Number] hours per week
- **New Hours:** [Number] hours per week
- **New Work Schedule:** [Detail schedule, e.g., Monday-Friday, 9:00 AM - 1:00 PM]

Please note the following impacts regarding this change:

- **Compensation:** Your salary/wages will be adjusted proportionally to reflect the reduction in hours.
- **Benefits:** [Explain impact on benefits, e.g., health insurance, vacation accrual, or 401k eligibility].

We understand that this change may impact you significantly. If you have any questions regarding this notice or how it affects your specific benefits, please contact [Name/Department] at [Contact Information].

We appreciate your continued hard work and your contributions to the team during this transition.

Sincerely,

[Signature]

[Name of Manager/HR Representative]
[Title]

Employee Acknowledgment:

I acknowledge that I have received this notice and understand the changes to my work hours and compensation.

Signature: _____ Date: _____