

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

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Temporary Reduction in Working Hours

Dear [Employee Name],

I am writing to formally notify you of a temporary change to your working hours. Due to [reason for reduction, e.g., seasonal slowdown, operational restructuring, or economic conditions], the company has made the difficult decision to reduce working hours across [Department/the Company].

Effective from [Start Date], your weekly working hours will be reduced from [Current Hours] hours per week to [New Hours] hours per week. This arrangement is expected to remain in place until [End Date or "further notice"].

Your new working schedule will be as follows:

[Insert Schedule Details, e.g., Monday to Wednesday, 9:00 AM to 5:00 PM]

Please note the following impacts of this change:

- **Compensation:** Your salary/wages will be adjusted pro-rata based on the actual hours worked.
- **Benefits:** [Specify if there is any impact on benefits, e.g., "Your health insurance coverage will remain unchanged" or "Accrual of vacation time will be adjusted"].
- **Duties:** Your core responsibilities remain the same, though deadlines may be adjusted to account for the reduced schedule.

We appreciate your flexibility and hard work during this period. We remain committed to returning to normal operating hours as soon as business conditions permit. We will provide you with at least [Number] days' notice before any further changes or a return to your original schedule.

If you have any questions regarding this change, please contact [Name/Department] at [Contact Information].

Please sign below to acknowledge receipt of this notification.

Sincerely,

[Manager Name]
[Title]

Acknowledgment:

I, [Employee Name], acknowledge that I have received this notification regarding the temporary reduction of my working hours.

Signature: _____ Date: _____