

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

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notice of Reduction in Work Hours

Dear [Employee Name],

We are writing to formally notify you of a change regarding your current work schedule. Due to [reason for reduction, e.g., operational requirements / seasonal slowdown / economic conditions], the company has made the decision to reduce your weekly working hours.

Effective as of [Start Date], your new schedule will be as follows:

- **New Weekly Hours:** [Number] hours per week.
- **New Shift Schedule:** [Days and Times].

Please note that this change may impact your compensation and eligibility for certain benefits. Your new hourly rate or salary will be adjusted to [New Amount] to reflect these changes.

We understand that this adjustment may require personal changes on your part. If you have any questions regarding how this affects your benefits or if you wish to discuss this further, please contact [Name/Department] by [Date].

We appreciate your continued contributions and your flexibility during this transition.

Sincerely,

[Your Name]
[Your Title]
[Company Name]