**Memo: Change to Four-Day Work Week**

**Date issued:**

**Issued to:**

**Subject:** Changes in the number of working days

The management of [Organization Name] is excited to announce that as of [Insert Date] all employees temporarily transition from five to four working days in a week. Due to changing business requirements, we are making these adjustments on a temporary basis.

* The new work schedule will be Monday through Thursday. That means you can have more days spent with your loved ones or simply enjoy some time for yourself.
* The number of hours per day will not change. Hence, you can still productively fulfil that 32 working hours per week.

Please note: this is a trial that will last for six months but may be extended or ended early as necessary depending on company performance.

Please accept this as notice of the required temporary changes but understand that in no way does this trial of the four day work week form a basis, expectation, or condition under your employment agreement. It is not necessarily the new standard of work.

Please contact management at any time with questions or if you have any challenges with the new schedule and we will be happy to provide assistance.

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