Temporary Work Hours Modification

Date:

Dear [Insert Name],

This letter is intended to summarize the conversation we had on [Insert Date], in which you requested a modification to your job duties to support you with your current situation.

As per your employment contract, your schedule and hours of work are [Insert Work Hours e.g. Monday - Friday 9am-5pm] for an [annual salary/hourly wage] of [Insert amount].

This temporary modification would entail [Insert Schedule Modification e.g. your usual hours of work on Tuesdays, Wednesdays, and Thursdays and leaves of absence on Mondays and Fridays.] As this is a change in your employment, this would also entail a change in compensation, specifically [Insert Salary Change e.g. 3/5ths of your regular salary.] This change would be effective for the period of [Insert Start and End Date]. We will reassess your situation on [Insert Date] and determine if further accommodations are necessary.

As your employer, we are committed to accommodating you up to the point of undue hardship. We are here to support you as much as we can and will work with you if further modifications or return to work plans are needed prior to your being able to return to full duties as necessary. Should you require additional time for modified duties or if you would like to end your modified duties earlier than this date, please contact me and we can discuss your options.

This is a temporary modification to your employment contract, and upon your signature of agreement, will be attached to the contract as a modification of that document. This does not affect your benefits coverage or employment status with [Organization Name].

You are a valued member of our team and we are committed to supporting you as much as we can. If you have any questions, please do not hesitate to contact me for clarification.

Sincerely,

[Signature]

[Date]

[Position Title]