Change of Working Days

**Date issued:**

**Issued to:**

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

The management of [Organization Name] is excited to announce that all employees will have only four working days in a week. Due to changing business requirements, we are making some adjustments which are to take effect on [Insert date].

Please accept this as notice of the required changes.

The new work schedule will be Monday through Thursday. That means you can have Fridays and the weekends 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 40 working hours per week.

Please contact Management at any time between now and then if you have any challenges with the new schedule.

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