

[Your Company Letterhead]

[Date]

[Technician's Name]

[Technician's Address]

[City, State, Zip Code]

Dear [Technician's Name],

Subject: Change in Work Hours

We hope this message finds you well. We want to inform you of a change in your work hours effective [start date of new hours].

Your new hours will be as follows:

- Monday to Friday: [New Start Time] to [New End Time]

- [Any additional work days or hours, if applicable]

Please feel free to reach out if you have any questions or concerns regarding this change.

Thank you for your understanding and continued hard work.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]