

SCHEDULE CHANGE OF WORKING HOURS LETTER

Employee Name: _____

Employee ID: _____

Department: _____

Subject:
Notification of Change to Working Hours

Dear Employee,

This letter serves as formal notification regarding a proposed change to your working hours. The adjustments described herein are made in accordance with the terms of your employment contract and applicable UK employment law. We aim to ensure that all changes are reasonable, fair, and communicated with sufficient notice.

1. Current Working Hours

Your current working hours are as follows:

Day	Start Time	End Time	Total Hours
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

2. New Proposed Working Hours

The proposed new working hours are as follows:

Day	Start Time	End Time	Total Hours
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

3. Reason for Change

The change in working hours is due to operational requirements aimed at improving efficiency and aligning with business needs. This adjustment complies with relevant employment legislation and collective agreements where applicable.

4. Employee Rights and Consultation

You are entitled to engage in consultation regarding this proposed change. Should you have any concerns or require further information, please contact the Human Resources department promptly. You may also seek independent advice if you consider it necessary.

5. Implementation and Notice Period

The implementation of the new working hours will take effect following the completion of an appropriate notice period as required by UK employment law and your employment contract, ensuring that you have adequate time to adjust to the new schedule.

6. Acceptance

Please sign below to indicate your receipt and understanding of this letter. Signing does not waive your rights to raise any concerns or dispute the change through the appropriate internal or external channels.

Employee Signature:

HR Representative Signature:

Date:

Date:

This letter is issued in accordance with applicable UK employment legislation and forms part of your employment records. Please retain a copy for your reference.

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