

**DRAFT OF LETTER TO THE EMPLOYEES FOR CHANGE IN WORK
TIMINGS**

Date - _____

Dear _____,

Looking at the need to keep costs under control in the present recession, the Company has decided to change the office timings as under with effect from

All the employees will be entitled to a _____ minute lunch break, and _____ breaks of _____ minutes each. The total work day will be for _____ hours, not inclusive of the break times. There will be no change in the remuneration package and other conditions. Since the total number of hours than an employee is expected to work is less than _____ hours in a week, there will be no payment of overtime.

The Management has been compelled to take this step to keep costs under control and to run the operations in a cost effective manner. Most of the employers have taken such a step. We hope that all employees will cooperate and will work as per the new schedule.

Thanking You

(Designation)