Current Date

Dear John,

Please don’t wait up for me. I will be working late. My schedule was changed at the last minute because I was asked to take on additional resonsibilities at work. There is a sizable salary increase that accompanies these responsibilities!

My new work schedule will be:

Sunday Off

Monday 9 AM to 5 PM

Tuesday 7 AM to 3 PM

Wednesday 5 PM to midnight

Thursday 11 PM to 7 AM

Friday Off

Saturday 7 AM to 3 PM

It will take some time for us to adjust to this schedul, but the financial rewards will be worthwhile. In fact, with my salary increase, we can start looking for larger living quarters on my first day off!

Love,

Jane