**NOTICE OF REDUCTION OF HOURS FOR JUST CAUSE**

Date: [Date of Notice]

To: [Employee Name

Home Address Line 1

Home Address Line 2

City, State, ZIP Code

Employee Email Address

Employee Phone Number]

As of [date], we are reducing your work hours by more than 15%. The reason for the reduction of hours is due to:

|  |  |
| --- | --- |
|  | **Your egregious (blatant) misconduct.**In particular: [Describe in detail the egregious misconduct that resulted in the reduction of the employee’s hours, including dates.] |
|  | **Your egregious (blatant) failure to perform your job duties.**In particular: [Describe in detail the egregious failure to perform job duties that resulted in the reduction of the employee’s hours, including dates.] |
|  | **Your failure to perform job duties as expected.** In particular: [Describe in detail the job duties the employee failed to perform, including dates, and the progressive discipline points or strikes the employee accumulated or steps (warnings) the employee received before the reduction of the employee’s hours, including dates.] |
|  | **Your misconduct.**In particular: [Describe in detail the employee’s misconduct, including dates, and the progressive discipline points or strikes the employee accumulated or steps (warnings) the employee received before the reduction of the employee’s hours, including dates.] |

**It is illegal for a fast food employer to fire or lay off workers or reduce their hours by more than 15% without just cause** **or a legitimate economic reason**. For more information about your rights or to file a complaint:

* Visit **nyc.gov/workers**
* Email **OLPS@dca.nyc.gov**
* Call **311** and ask for “Fair Workweek Law”