

Letter of Operational Adjustments Due to Pandemic

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Operational Adjustments Due to Ongoing Pandemic

Dear [Recipient Name],

We hope this letter finds you safe and healthy during these challenging times. In response to the ongoing pandemic and its impact on our operations, we are implementing several adjustments to ensure the safety of our employees and clients, while maintaining our service standards.

Effective [Insert Date], the following changes will take place:

- Reduction in office hours to [Insert New Hours]
- Transition to remote work for non-essential staff
- Enhanced safety protocols in the workplace, including social distancing and sanitation measures
- Temporary suspension of in-person meetings and events

We appreciate your understanding and cooperation during this time. Our commitment to you remains strong, and we will continue to monitor the situation closely, making adjustments as necessary to prioritize health and safety.

If you have any questions or concerns, please feel free to reach out to us at [Insert Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]