

Announcement: Revised Work Timetable

Dear Team,

We want to inform you that there will be a revision to our current work timetable effective from **[Start Date]**. This adjustment has been made to enhance our workflow and increase productivity.

The new timetable is as follows:

- **Monday:** 9:00 AM - 5:00 PM
- **Tuesday:** 10:00 AM - 6:00 PM
- **Wednesday:** 9:00 AM - 5:00 PM
- **Thursday:** 10:00 AM - 6:00 PM
- **Friday:** 9:00 AM - 4:00 PM

Please make note of the changes and adjust your schedules accordingly. Should you have any questions or concerns, do not hesitate to reach out to your supervisor.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]