

# Announcement: Changes to Work Schedule

Dear Team,

We are writing to inform you of some important changes to our work schedule that will take effect starting next month.

The new work schedule is as follows:

- Monday to Friday: 9:00 AM - 5:00 PM
- Saturday: 10:00 AM - 3:00 PM
- Sunday: Closed

These changes have been made to better align our operational hours with customer needs. We appreciate your understanding and cooperation during this transition.

If you have any questions or concerns, please do not hesitate to reach out to your supervisor.

Thank you for your continued commitment.

Sincerely,

[Your Name]

[Your Position]

[Company Name]