

Announcement of Revised Operations Timetable

Dear Team,

We would like to inform you that there has been a revision to our operations timetable effective from [Effective Date]. Please find the key details below:

Revised Timetable

Day	New Schedule
Monday	[New Time]
Tuesday	[New Time]
Wednesday	[New Time]
Thursday	[New Time]
Friday	[New Time]

We appreciate your understanding and cooperation as we implement these changes. If you have any questions or concerns, please feel free to reach out.

Sincerely,

[Your Name]
[Your Position]
[Your Company]