

Notice of Shift in Operational Hours

Date: [Insert Date]

Dear [Employee/Team Name],

We are writing to inform you of a change in our operational hours effective from [start date]. The new operational hours will be as follows:

- Monday to Friday: [New Hours]
- Saturday: [New Hours]
- Sunday: [New Hours]

This change is being made to [brief reason for the change]. We appreciate your understanding and flexibility during this transition.

If you have any questions or concerns, please do not hesitate to reach out to [Contact Person/Department].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]