

Memo

To: All Employees

From: [Your Name]

Date: [Current Date]

Subject: Altered Business Schedule

Dear Team,

Due to [reason for alteration], we will be implementing an altered business schedule starting from [start date]. The new hours will be [new hours]. Please make note of these changes and adjust your work plans accordingly.

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

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]