

Notice of New Working Hours

Dear Team,

We are writing to inform you of an update to our working hours effective from **[Start Date]**.

The new working hours will be as follows:

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

We appreciate your understanding and flexibility as we implement this change.

Thank you for your continued dedication.

Best regards,

[Your Name]

[Your Position]

[Company Name]