

Notice of Modified Office Hours

Dear [Employee/Staff/Client],

We would like to inform you that our office hours have been modified temporarily due to [reason]. Effective [start date], our new office hours will be as follows:

- Monday to Friday: [new hours]
- Saturday and Sunday: Closed

We appreciate your understanding and flexibility during this time. If you have any questions or concerns, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Company Name]