

Notification of Adjusted Office Hours

Dear [Employee/Team Name],

We would like to inform you that there will be an adjustment to our office hours effective from [Start Date]. The new office hours will be as follows:

- Monday to Friday: [New Start Time] to [New End Time]
- Saturday: [New Start Time] to [New End Time] (if applicable)
- Sunday: Closed

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

Thank you for your attention.

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