

Notice of New Office Hours

Date: [Insert Date]

To All Employees,

We are pleased to announce the new office hours effective [Insert Start Date]. The updated hours will be as follows:

- Monday to Friday: [Insert Start Time] - [Insert End Time]
- Saturday: [Insert Start Time] - [Insert End Time] (Optional)
- Sunday: Closed

We believe these new hours will enhance our work-life balance and improve overall productivity. Thank you for your understanding and cooperation.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]