

Dear Team,

I am writing to inform you that there will be a modification to our office hours effective from [Start Date]. The new office hours will be as follows:

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

Please adjust your schedules accordingly, and feel free to reach out if you have any questions or concerns. Thank you for your understanding and cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]