

# Notice of Office Hours Change

Date: [Insert Date]

Dear [Team/Staff/Students],

We hope this message finds you well. We would like to inform you about an upcoming transition in our office hours effective [Insert Start Date].

## **New Office Hours:**

- Monday to Friday: [Insert New Hours]
- Saturday: [Insert if applicable]
- Sunday: Closed

This change is aimed at improving our service and ensuring that we are available to assist you. We appreciate your understanding during this transition.

If you have any questions or concerns, please do not hesitate to reach out to [Contact Information].

Thank you for your attention to this important update.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]