

Dear [Employee/Staff/Team Name],

We would like to inform you of the updated office hours that will be effective from [Start Date].

New Office Hours:

Monday to Friday: [New Hours]

Saturday: [New Hours]

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.

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