

Dear Team,

We hope this message finds you well. We would like to inform you about the updated work timetable effective from [Start Date].

Revised Work Timetable:

Day	Working Hours	Notes
Monday	9:00 AM - 5:00 PM	
Tuesday	9:00 AM - 5:00 PM	
Wednesday	9:00 AM - 5:00 PM	Team Meeting at 3:00 PM
Thursday	9:00 AM - 5:00 PM	
Friday	9:00 AM - 4:00 PM	End of Week Review at 3:00 PM

Please make the necessary adjustments to your schedules and let us know if you have any questions or concerns.

Thank you for your understanding and cooperation.

Best regards,

[Your Name]
[Your Position]
[Your Company]