

Notice of Changes to Office Operating Times

Dear Team,

We would like to inform you that, effective [**Effective Date**], there will be changes to our office operating times. The new hours will be as follows:

- Monday to Friday: [**New Operating Hours**]
- Saturday: [**New Operating Hours**]
- Sunday: Closed

This decision has been made to better accommodate our staff and enhance our overall productivity. We appreciate your understanding and support during this transition.

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

Thank you for your attention.

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