

Notification of Office Hours Change

Dear [Employee/Team/Staff],

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

- Monday to Friday: [New Opening Time] - [New Closing Time]
- Saturday: [New Opening Time] - [New Closing Time]
- Sunday: Closed

We appreciate your understanding and cooperation as we make this adjustment. If you have any questions or concerns, please feel free to reach out to [Contact Person/HR Department].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]