

# Notice of Changes in Factory Operation Schedule

Date: [Insert Date]

Dear Team,

We would like to inform you of some important changes to our factory operation schedule that will take effect from [Insert Start Date]. These adjustments are made to improve our efficiency and meet the growing demands of our production line.

## New Operation Schedule:

Day	Old Schedule	New Schedule
Monday	8:00 AM - 4:00 PM	7:00 AM - 3:00 PM
Tuesday	8:00 AM - 4:00 PM	7:00 AM - 3:00 PM
Wednesday	8:00 AM - 4:00 PM	7:00 AM - 3:00 PM
Thursday	8:00 AM - 4:00 PM	11:00 AM - 7:00 PM
Friday	8:00 AM - 4:00 PM	11:00 AM - 7:00 PM

We appreciate your understanding and cooperation as we implement these changes. If you have any questions or concerns, please feel free to reach out to your supervisor.

Thank you for your continued dedication and hard work.

Sincerely,

[Your Name]

[Your Position]

[Company Name]