

# Notice of Business Hours Change

Dear [Employee/Team Name],

We would like to inform you about an upcoming change in our business hours. Effective [Start Date], our new operating hours will be from [New Opening Time] to [New Closing Time]. This change is being made to better serve our customers and accommodate [reason for shift, e.g., increased demand, staffing changes, etc.].

Please ensure to adjust your schedules accordingly and communicate this change to any relevant parties. If you have any questions or concerns, feel free to reach out to your supervisor.

Thank you for your understanding and cooperation.

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