

Important Notification: Time Zone Change

Dear Stakeholders,

We hope this message finds you well. We are writing to inform you of an important change regarding our operations that may affect our collaboration and communication.

Due to recent adjustments in our organizational schedule, we will be changing our primary time zone from **[Current Time Zone]** to **[New Time Zone]** effective **[Effective Date]**. This change has been implemented to better align our business activities and facilitate more effective coordination across our teams.

Please note the following key details:

- **Current Time Zone:** [Current Time Zone]
- **New Time Zone:** [New Time Zone]
- **Effective Date:** [Effective Date]

We understand that this may result in some adjustments to your schedules and meetings. We appreciate your understanding and flexibility as we transition to this new time zone.

If you have any questions or require further clarification, please do not hesitate to reach out to us.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company]