

# Notification of Time Zone Adjustment

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you of an adjustment to our operational time zone. Effective [Insert Effective Date], our new time zone will be [Insert New Time Zone]. This change has been made to enhance our communication and collaboration efforts across different regions.

We kindly ask you to adjust your schedules accordingly and take note of this change for any upcoming meetings or deadlines. If you have any questions or concerns regarding this adjustment, please do not hesitate to reach out to us.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]