

Operational Notice

Date: [Insert Date]

To: [Team Name]

From: [Your Name/Department]

Subject: Time Zone Shift Notification

Dear Team,

We would like to inform you of an upcoming shift in our operational time zone that will affect our working hours and schedules. This change is due to [reason for time zone shift, e.g., company merger, business expansion, etc.].

Details of the Time Zone Shift:

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

Please take note of the following implications:

- Adjustment of work hours: [Details about new working hours]
- Impact on meetings: [Details on meeting rescheduling or changes]
- Deadline modifications: [Any changes to deadlines if applicable]

We understand that this transition may require adjustments, and we are here to support you during this time. If you have any questions or concerns, please feel free to reach out.

Thank you for your understanding and cooperation.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]