

Dear Team,

This is a friendly reminder regarding the upcoming time zone realignment scheduled for [insert date]. As we prepare for this transition, please take note of the following:

- New Operating Time: [insert time]
- Effective Date: [insert date]
- Impact on Meetings: [insert details]

We appreciate your attention to this matter and encourage you to reach out with any questions or concerns.

Thank you for your cooperation.

Best Regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]