

# Staff Memo

Date: [Insert Date]

To: All Staff

From: [Your Name/Department]

Subject: Time Zone Transition

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Dear Team,

As we prepare for the upcoming transition to a new time zone, we would like to provide you with important information regarding the changes and how they may affect our work schedule.

Effective [Insert Date], our official working hours will shift from [Old Time Zone Working Hours] to [New Time Zone Working Hours]. This adjustment is necessary to align our operations with our partners and clients in [Mention Reason, e.g., new office location, collaboration needs].

Please take note of the following:

- All meetings will be adjusted to reflect the new time zone.
- Employees are encouraged to update their calendars accordingly.
- If you require assistance in managing your schedule, please reach out to [Contact Person/Department].

We appreciate your cooperation during this transition and remain committed to ensuring a smooth adjustment for everyone.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]