Company Name

Change in Office Working Hours

To: Recipient Name From: Your Name CC: CC Name

Please be advised that we are writing this letter to inform about the change in office hours. Due to the pressing winters and the poor travel conditions, we have taken the decision to reduce the office hours to seven every day. These change in hours will be in action from the start of next week and will remain the same till winters.

We would also like to add that these change in hours will not have any impact on the wages as these hours are just temporary. The supervisors have been informed about the change in hours. Any relevant concerns can be communicated to the supervisors.

Whith thanks

Sample Memo For Changing Working Hours

O García

Sample Memo For Changing Working Hours:

Unveiling the Magic of Words: A Overview of "Sample Memo For Changing Working Hours"

In a world defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their capability to kindle emotions, provoke contemplation, and ignite transformative change is truly aweinspiring. Enter the realm of "**Sample Memo For Changing Working Hours**," a mesmerizing literary masterpiece penned with a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve to the book is central themes, examine its distinctive writing style, and assess its profound affect the souls of its readers.

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