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

D Keegan

Sample Memo For Changing Working Hours:

Sample Memo For Changing Working Hours Book Review: Unveiling the Power of Words

In some sort of driven by information and connectivity, the ability of words has be much more evident than ever. They have the capacity to inspire, provoke, and ignite change. Such could be the essence of the book **Sample Memo For Changing Working Hours**, a literary masterpiece that delves deep in to the significance of words and their effect on our lives. Written by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book is key themes, examine its writing style, and analyze its overall impact on readers.

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