

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.

With thanks

Sample Memo For Changing Working Hours

Michael Brown



Sample Memo For Changing Working Hours:

Unveiling the Energy of Verbal Beauty: An Emotional Sojourn through **Sample Memo For Changing Working Hours**

In some sort of inundated with monitors and the cacophony of immediate conversation, the profound power and psychological resonance of verbal beauty frequently fade into obscurity, eclipsed by the regular barrage of sound and distractions. Yet, nestled within the musical pages of **Sample Memo For Changing Working Hours**, a charming function of fictional splendor that impulses with natural feelings, lies an wonderful trip waiting to be embarked upon. Written by a virtuoso wordsmith, this magical opus courses viewers on a mental odyssey, gently revealing the latent possible and profound affect stuck within the delicate internet of language. Within the heart-wrenching expanse of the evocative evaluation, we can embark upon an introspective exploration of the book is key styles, dissect its charming writing fashion, and immerse ourselves in the indelible impression it leaves upon the depths of readers souls.

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