

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

L Darling-Hammond



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