

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

BM King



Sample Memo For Changing Working Hours:

Whispering the Strategies of Language: An Psychological Journey through **Sample Memo For Changing Working Hours**

In a digitally-driven world wherever screens reign great and immediate connection drowns out the subtleties of language, the profound secrets and mental subtleties concealed within words frequently get unheard. However, set within the pages of **Sample Memo For Changing Working Hours** a charming fictional value pulsing with natural feelings, lies an exceptional journey waiting to be undertaken. Written by a talented wordsmith, this enchanting opus attracts readers on an introspective trip, lightly unraveling the veiled truths and profound affect resonating within the very material of every word. Within the emotional depths of the moving evaluation, we can embark upon a genuine exploration of the book is key subjects, dissect its captivating writing design, and yield to the powerful resonance it evokes serious within the recesses of readers hearts.

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