Date

Name

Address

Dear employees,

It is to inform you that we have changed the working hours from 8:00 a.m.- 7:00 p.m. to 10:00 a.m.-9:00 p.m. This is a permanent change and will be effective from 1st July 20XX.

We have been observing that the customer inflow is mostly higher in the changed hours, which is why we deem it practical to open the store in the hours that the customers come in. It is a waste of resources to open the store when there are almost no customers, and impractical to close it when the customers are coming.

Therefore, we have made this permanent change in the working hours as well as the store timings. We are hoping that this change will increase the sales turnover and the overall profit generation. We are attaching a separate notice for the customers with this letter stating the store timings. Please paste it on the entrance door to avoid any inconvenience for the customers.

Please observe the new working hours strictly. Thank you.

Regards,

Sarah William.