**Subject: Reduced Operation Hours for Staff**

Dear Customers,

This letter is to inform you of the change in our staff operations. Our timings for the staff operations will be [mention the time] from tomorrow. The notice is effective from tomorrow, therefore, today’s time for the closing will be offered as previously.

Covid-19 and the everyday discovery of its new variants have caused a halt to the business and have made everyone worried and concerned for their health and safety. Our business has a health and safety policy for our customers and staff members and always prioritizes their health on every other benefit.

To avoid viral contamination and spread of the virus, we have decided to reduce our business hours. Our new timing will be [opening time] to [closing time] until further notice.

We apologize for any inconvenience due to the change in our business hours, however, it is the most needful and urgent step to prioritize our health and safety over every other thing. We have taken immediate and necessary steps for the safety of our employees within the organization. We also have drafted SOPs for our customers who you should observe while visiting us.

We have attached our SOPs with this letter, please have a look at them and let us know if you have any questions. Thank you for your support, consideration, and resilience in these difficult times. Take good care of yourself and your loved ones.

Thanks.

Truly,

[Name of the Business]

[signature]