

To: All Staff Members

From: [Management Name/Department]

Date: [Current Date]

Subject: Notification of Changes to Retail Branch Operating Hours

Dear Team,

This letter is to formally notify you of upcoming changes to the operating hours at the [Branch Name] location. Following a recent review of customer traffic patterns and operational requirements, we will be implementing a new schedule effective [Start Date].

The new branch hours will be as follows:

- Monday: [Opening Time] - [Closing Time]
- Tuesday: [Opening Time] - [Closing Time]
- Wednesday: [Opening Time] - [Closing Time]
- Thursday: [Opening Time] - [Closing Time]
- Friday: [Opening Time] - [Closing Time]
- Saturday: [Opening Time] - [Closing Time]
- Sunday: [Opening Time] - [Closing Time]

Please note that staff shift patterns may be adjusted to align with these new hours. Your direct supervisor will meet with you individually or as a team by [Date] to discuss any specific changes to your personal work schedule.

Our goal with this adjustment is to better serve our customers during peak periods while optimizing our internal resources. We appreciate your flexibility and continued commitment to providing excellent service during this transition.

If you have any immediate questions regarding these changes, please contact [Name/Department].

Best regards,

[Your Name]

[Your Title]

[Company Name]