

**To:** All Branch Managers and Retail Staff

**From:** [Executive Name/Operations Department]

**Date:** [Insert Date]

**Subject:** Standardization of Operating Hours Across All Retail Branches

Dear Team,

To ensure a consistent customer experience and optimize operational efficiency, [Company Name] is implementing standardized operating hours across all retail locations. This change will be effective as of [Effective Date].

The new standardized schedule is as follows:

- **Monday - Friday:** [Start Time] to [End Time]
- **Saturday:** [Start Time] to [End Time]
- **Sunday:** [Start Time] to [End Time] / [Closed]

Branch Managers are requested to perform the following actions before [Deadline Date]:

- Update physical signage at store entrances.
- Verify and update digital listings (Google My Business, Social Media).
- Adjust staff rosters to align with the new schedule.

Any requests for exceptions based on local mall regulations or specific regional requirements must be submitted to the Regional Manager for approval by [Date].

Thank you for your cooperation in providing a unified service experience for our customers.

Sincerely,

[Signature]

[Name]

[Title]

[Company Name]