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| COMPANY NAME |

# Notice

To: Recipient Name

From: Your Name

CC: CC Name

Office timings are central for both, workers as well as bosses. This notice is sent to you to make you conscious of new timings set by the organization. We wish to establish permanent office timings which we want to make sure everyone follows. We anticipate that all of you should reach and leave the workplace in time.

The elementary plus of stable scheduling is that a very suitable harmonization among the staffs is developed. This timetable can also be hard-hitting and unpleasant for many workers who must perform multiple responsibilities in a bordered extent but with the passage of time, they will be habitual to perform multiple tasks in a very limited time.

Kindly take this letter as a reminder. New office hours are from 9:00 am to 6:00 pm. anyone who does not put up with this imperative might be subjected from warning to suspension in a short time period if warnings are not dealt timely.

The employees who will enter the office after 9:10 will be considered half day absent resulting in the half day pay deduction. For that reason, you are informed that new office timings will be valid right from the day after tomorrow dated [DATE] straight on.

We want our teams to work together with us so that a strong and vigorous functioning setting can be established.