Date

Name

Address

Dear employees,

This letter is being sent to inform you about the increase in the number of working hours for all the employees in effect from 1st January 20XX.

We, as ABC Limited, have completed five years as a company. Now, we have an established clientage and a good network in the market, which is generating more and more work every day. The management has decided to extend the working hours by 2. To balance the situation, one hour will be added in the morning and one in the evening, which makes the new working hours from 8:00 a.m. to 6:00 p.m. This will be a permanent change.

We understand your limitations, but we also expect your dedication to the company. To compensate for the increased hours, every employee’s current yearly salary will be increased by 7%. The bonuses, commissions, increments would be separate as per the decided contracts.

We hope you understand our position and work hard toward reaching our collective goals as a company. Thank you for your cooperation.

Regards,

HR department.