To: Recipient Name

From: Your Name

**Subject: Adjustment of office hours**

Date:

Dear staff,

I would like to inform you that I am writing this memorandum to tell you about the new office timings. These will be from (00:00) to (00:00). You will have a lunch hour break from (state time) to (state time). There will be breaks throughout the day (state these). We hope that these new timings will not cause any inconvenience to anyone.

The new timings will come into effect from (state the date) onwards. You are all instructed to follow the timings diligently.

Sincerely,

[Your Name]  
[Designation]  
[Office Name]