**To**

**[The Recipient Name]  
[Designation]  
[School Name]**

To the staff of the IT department,

This is to bring to your notice that (mention the name of the company) is bringing changes to the work schedule. This decision has been taken because of some internal changes in the company. All of you are being notified that the staff of the entire IT department is supposed to work for 10 hours daily instead of 9 hours

This decision has been taken because of the resignation of some people from crucial positions. Therefore, we have decided to accommodate existing people instead of hiring new people. The company will incentivize its workers to work for an extra hour.

The new timings of the office will be **8 am to 6 pm.** Please note that this notice will be effective from 1st October 2022.

**Instructions:**

1. All the staff members of the IT department are expected to show adherence to the above-mentioned timings.
2. On the first day, all the staff members should report 15 minutes earlier than the regular work routine.
3. Any problem concerning adapting to the new work schedule will not be discussed during office hours.
4. Special relaxation can be given to pregnant ladies and people with any kind of disability

The company is so thrilled to see all of you working on a new timetable.

Yours sincerely.

Name of the sender  
Sender’s designation in the company  
Name of the company