**To**

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

To the staff of ABC Company,

All the staff members of the ABC company are being notified that the company is going to undergo changes in the work schedule. This is because of some internal changes in the company. The new office timings will be (mention the timing). This notice will be effective from tomorrow.

It is expected that all the employees of the ABC Company will abide by the new timings. You all are instructed to read this notice carefully and contact Mr. XYZ for your queries.

It is our top priority to provide ease and comfort to all our employees.

Please keep the following guidelines in mind when you come to the office tomorrow:

1. Come to the office at least 15 minutes early than the routine time so that you can find time to be comfortable with the new routine.
2. Talk to the manager of the company if you have any problems regarding showing adaptation to the changed timetable

We expect all our employees to be very flexible and passionate about their work so that they can adapt to any change easily. Wish you the best of luck with the new schedule.

Yours sincerely.

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