## [Company name]

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# Working Hours Change Notice

| Document | Date | From | To |
|---|---|---|---|
| [Doc ID] | [Date] | [Manager name], [Manager job title] | All staff |

Subject: Revised working hours

[Company name] announces revised working hours for staff at [Office location]:

| Day | Hours |
|---|---|
| Monday | [Working hours] |
| Tuesday | [Working hours] |
| Wednesday | [Working hours] |
| Thursday | [Working hours] |
| Friday | [Working hours] |

Effective: [Effective date]. This notice supersedes [Previous document title] (previously [Previous working hours]). Exceptions: staff in [Department name] needing different hours must agree them with [Manager name] before [Effective date].

### What staff need to do

- Note the revised hours and the effective date, [Effective date].
- Direct questions to [Manager name], [Manager job title].