[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

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].