

# Good essay on customer name

[Business](#), [Customers](#)



## **Business Letter for explaining change in business hours**

Zip/Postal Code

OBJECT: ANNOUCEMENT FOR REDUCTION IN BUSINESS HOURS

Dear Customer,

This is with no delight that I must apprise you that because of incorporated organizational change in our company, the business hours are reduced by two hours.

This reduction in business hours is done to comply with newly introduced government regulations regarding the mandated insurance scheme for full time employees. Hence, in order to maintain the insurance costs within allocated year budgets, a specific chunk of workforce are now transformed into part time employees.

As per our new organizational policy for workforce profile management, the front desk and customer service executives are all falling under the eligible profile for getting transformed from full timers to part time employees. The human resources department norms are already specified for lower number of work hours for part time employees. So the front end staff and customer service executives will be serving for lesser hours, owing to subsequent reduction in business hours by two hours.

Please acknowledge this letter as a notification of above change in work hours, effective from today. I anticipate that the reasons and given justification behind reduction in business hours are clear to you and that you will manage your work plans accordingly. However, to ease the process of adaptation with the recently undergone change, I can assure you additional response hours for the initial two months of change.

I wish to thank you for your continual business relations with our company and hope that you will understand and cooperate with this reduction in business hours, In case of any doubts, please do not hesitate to call me.

Sincerely,

CUSTOMER RELATIONS MANAGER