

Date: [Insert Date]

To: [Recipient Name/All Employees]

From: [Your Name/Department]

Subject: Adjustment to Work Schedule for Friday Prayers

Dear [Recipient Name/Team],

This letter is to formally notify you of a temporary adjustment to the work schedule to accommodate Friday prayers, effective from [Start Date].

The updated schedule for Fridays will be as follows:

- **Morning Shift:** [Insert Start Time] to [Insert Time]
- **Prayer Break:** [Insert Time] to [Insert Time]
- **Afternoon Shift:** [Insert Time] to [Insert End Time]

Please ensure that all pending tasks are coordinated with your respective supervisors to maintain operational efficiency during these hours. Employees who do not attend the prayer services are expected to continue their regular duties or follow the break times as designated by their department.

Normal working hours will resume on all other business days. If you have any questions regarding these changes, please contact the Human Resources department.

Thank you for your cooperation and understanding.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]