



PROFESSIONAL OFFICE ADDRESS HEADER

Date (Date)

Recipient's Name
Recipient's Position/Title
Company Name

From (Recipient's Name)

I am writing to inform you of an upcoming change in our office hours effective next

year. Due to increased demand during peak hours and staff scheduling adjustments, we have decided to extend our office hours to better accommodate the needs of our clients/customers.

Our new office hours will be as follows:

Moving to Friday (New opening time to (New closing time))

Monday (Closed)

Tuesday (Closed)

We believe that this adjustment will allow us to serve you better and ensure that we maintain the highest level of service and efficiency. We apologize for any inconvenience the change may cause and assure you that we are committed to providing you with the best possible service.

Should you have any questions or concerns regarding this change, please do not hesitate to contact us at (phone number) or (email address).

Thank you for your understanding and continued support.

Sincerely,

Signature
(Your Name)
(Your Position/Title)

PROFESSIONAL OFFICE ADDRESS HEADER

Introducing Template.net's Professional
Office Address Header Template.



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Microsoft Office Address Template

Macmillan General Reference Staff

A red circular graphic with a gradient, appearing as a partial circle or a stylized arrow pointing to the right, located to the right of the Macmillan General Reference Staff text.

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schedule management is Microsoft Office Project which is designed to assist project managers in developing schedules assigning resources to tasks tracking progress managing budgets and analyzing workloads The most common technique used for cost management is earned value management EVM a project management technique used for measuring project progress in an objective manner that combines measurements of project scope schedule and cost performance within a single integrated methodology EVM is becoming the standard across the world for this purpose in both the private and public sector and many organizations are now adopting this technique to manage their projects In the public sector EVM is mandated for all government projects in the United States and many other countries are following suit Earned Value Management Using Microsoft Office Project is the first reference to effectively combine the most widely used scheduling tool with the most widely accepted cost management technique It is a practical guide to end to end scheduling and cost management using Microsoft Office Project that includes a CD ROM of a limited version of a unique EVM software tool that will help practitioners more effectively manage their projects track and report the status and progress of projects and take necessary action before their projects fail beyond repair This text is an excellent complement to whatever Microsoft Office Project guide that you may be using and a significant addition to the literature on how to use EVM *Reader's Digest 1,001 Computer Hints & Tips* Reader's Digest Editors,2001 Whether you re a PC novice or you re already familiar with certain aspects of your PC the book will help you get more from your PC It s packed with simple detailed explanations to help you expand your knowledge **Word 2010 All-in-One For Dummies** Doug Lowe,2010-04-29 A complete guide to the world s most popular word processing software Microsoft Word is the most popular word processing software on the planet and the most used application in the Microsoft Office productivity suite Along with the rest of Office Word has been enhanced with new features and capabilities in the 2010 version Word s many users will find new things to learn and use in Word 2010 and this all in one guide gets them up to speed while providing a reference for taking Word to the next level Word is the top selling application in the Microsoft Office suite and is the leading word processing software Both newcomers to Word and experienced users will need instruction in Word 2010 s new features including online editing capabilities online document collaboration and an improved search function Nine minibooks cover Word basics editing formatting inserting bits and pieces publishing documents using reference features mailings customizing Word and special features for developers Word 2010 All in One For Dummies makes it easier for Word users everywhere to get up and running with Word 2010 and its new features *Microsoft Office for Windows 95 Resource Kit* Microsoft Corporation,1995 This exclusive Microsoft collection provides a detailed technical resource on Office for Windows 95 and its component applications for system administrators and other computer professionals rolling out and administering Office 95 throughout an organization whether for local or distributed installations Valuable source code tools and utilities are included on three disks *Using Office 97* Macmillan General Reference Staff,1998-07 *Exploring Microsoft Office Professional 2000, Proficient Certification Edition* Robert T.

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