

# Important Notice: Change in Office Hours

Dear Team,

We would like to inform you that our office hours will be changing effective **[Start Date]**.

The new office hours will be:

- Monday to Friday: **[New Hours]**
- Saturday and Sunday: Closed

This change is being implemented to better serve our clients and improve overall operational efficiency.

If you have any questions or concerns regarding this change, please feel free to reach out to your manager.

Thank you for your attention to this matter.

Best regards,

**[Your Name]**

**[Your Position]**

**[Company Name]**

**[Contact Information]**