

Alert: New Office Hour Schedule

Dear Team,

We would like to inform you that there has been a change in the office hours effective from **[Effective Date]**.

New Office Hours:

- Monday to Friday: **[New Opening Time] - [New Closing Time]**
- Saturday: **[New Opening Time] - [New Closing Time]**
- Sunday: **Closed**

We appreciate your understanding and cooperation as we transition to this new schedule.

If you have any questions or concerns, please do not hesitate to reach out.

Thank you.

Best regards,

[Your Name]

[Your Position]

[Company Name]