

# Announcement: Revised Office Hours

Dear Team,

We would like to inform you that our office hours have been revised. Effective immediately, the new office hours will be:

- Monday to Friday: 9:00 AM - 5:00 PM
- Saturday: Closed
- Sunday: Closed

We appreciate your understanding and cooperation.

Best Regards,  
[Your Name]  
[Your Position]  
[Company Name]