

Office Hour Changes Notification

Dear Team,

We are writing to inform you of changes to our office hours effective from [start date]. The new office hours will be as follows:

- Monday to Friday: [new hours]
- Saturday: [new hours]
- Sunday: Closed

These changes are made to better accommodate our team's needs, and we appreciate your understanding and support.

If you have any questions, please feel free to reach out.

Thank you,

[Your Name]

[Your Position]

[Company Name]