

Notification of Office Hour Adjustments

Dear Team,

We would like to inform you of some adjustments to our office hours that will take effect starting next week.

Effective Monday, [Start Date], the new office hours will be:

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

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

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]