

# Update: New Office Hours

Dear Team,

We hope this message finds you well. We would like to inform you about the new office hours that will take effect starting **[Effective Date]**.

The updated office hours are as follows:

- Monday - Friday: 9:00 AM to 5:00 PM
- Saturday: 10:00 AM to 2:00 PM
- Sunday: Closed

Please update your schedules accordingly and feel free to reach out with any questions or concerns.

Thank you for your understanding.

Best regards,

**[Your Name]**  
[Your Position]  
[Company Name]