

# Holiday Season Office Hours Adjustment

Dear Team,

As we approach the holiday season, we would like to inform you of our adjusted office hours.

Effective from December 20th to January 2nd, our office will operate on the following schedule:

- December 20th to December 24th: 9:00 AM - 3:00 PM
- December 25th: Closed
- December 26th to December 30th: 9:00 AM - 3:00 PM
- January 1st: Closed
- January 2nd: 9:00 AM - 5:00 PM (Regular hours resume)

We encourage everyone to utilize this time for rest and relaxation. If you have any questions, please feel free to reach out.

Wishing you all a wonderful holiday season!

Best regards,  
Your Management Team