

Festive Season Office Hours Adjustment

Dear Team,

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

- December 24: Half Day (9:00 AM - 1:00 PM)
- December 25: Closed
- December 26: Closed
- December 31: Half Day (9:00 AM - 1:00 PM)
- January 1: Closed

Please plan your work accordingly and ensure that all urgent matters are addressed before the break.

Thank you for your hard work and dedication this year. Wishing you a joyful holiday season!

Best regards,

[Your Name]

[Your Position]