

Adjusted Office Hours Announcement

Dear [Team/Staff/Customers],

We hope this message finds you well. We would like to inform you of an adjustment to our office hours due to [reason for adjustment, e.g., upcoming holiday, special event, etc.].

Effective [start date], our new office hours will be as follows:

- Monday to Friday: [Adjusted hours]
- Saturday: [Adjusted hours, if applicable]
- Sunday: Closed

We appreciate your understanding and flexibility during this time. Should you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your continued support.

Sincerely,

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