

# Festive Season Work Hours Announcement

Dear Team,

As we approach the festive season, we want to inform you about our adjusted work hours.

Our office will be closed on:

- December 25, 2023 - Christmas Day
- January 1, 2024 - New Year's Day

On the following days, our work hours will be:

- December 24, 2023: 9 AM - 1 PM
- December 26-29, 2023: 9 AM - 5 PM
- December 30, 2023: 9 AM - 1 PM

We wish you all a joyous festive season!

Best regards,

**Your Company Name**