

# Office Holiday Hours

Dear Team,

As the holiday season approaches, we would like to inform you of our office hours during this period:

- **Friday, December 22:** 9:00 AM - 3:00 PM
- **Monday, December 25:** Closed
- **Tuesday, December 26:** Closed
- **Wednesday, December 27:** 9:00 AM - 5:00 PM
- **Thursday, December 28:** 9:00 AM - 5:00 PM
- **Friday, December 29:** 9:00 AM - 3:00 PM
- **Monday, January 1:** Closed

Please make arrangements accordingly and enjoy the holiday season!

Best regards,

Your Management Team