

Office Hours Notification

Dear Students,

We would like to inform you of our office hours for the upcoming semester.

Office Hours:

Monday: 2:00 PM - 4:00 PM

Wednesday: 10:00 AM - 12:00 PM

Friday: 1:00 PM - 3:00 PM

Please feel free to drop by during these times for any assistance or to discuss your academic progress.

Best Regards,

[Your Name]

[Your Position]

[Your Department]