

Revised Office Hours Announcement

Dear Team,

We would like to inform you of our revised office hours effective immediately. Please see the new schedule below:

New Office Hours

- Monday to Friday: 9:00 AM - 5:00 PM
- Saturday: Closed
- Sunday: Closed

We appreciate your understanding and flexibility during this transition. If you have any questions, please feel free to reach out to your supervisor.

Thank you,

[Your Name]

[Your Position]

[Your Company]