

Weekly Office Hours Schedule

Dear Team,

Please find below the schedule for my office hours this week:

- **Monday:** 2:00 PM - 4:00 PM
- **Tuesday:** 10:00 AM - 12:00 PM
- **Wednesday:** 1:00 PM - 3:00 PM
- **Thursday:** 9:00 AM - 11:00 AM
- **Friday:** 3:00 PM - 5:00 PM

Please feel free to drop by during these hours for any assistance you may need.

Best regards,
Your Name