

Holiday Season Office Hours Adjustment

Dear Team,

As the holiday season approaches, we would like to inform you about the adjusted office hours:

- December 24, 2023: 9 AM - 1 PM
- December 25, 2023: Closed
- December 26, 2023: Closed
- December 31, 2023: 9 AM - 3 PM
- January 1, 2024: Closed

Regular office hours will resume on January 2, 2024. We hope you enjoy a wonderful holiday season!

Best regards,

[Your Name]

[Your Position]

[Your Company]