Team Working Hours Update

Dear Team,

I hope this message finds you well. This is a reminder to update your working hours for the current week.

Please ensure you log your hours accurately by the end of the week. This will help us maintain an efficient workflow and ensure that everyone is balanced with their workloads.

Working Hours Submission

- Weekly Submission Deadline: Every Friday by 5 PM
- Format: [Name] - [Total Hours Worked]

If you have any questions or concerns regarding this update, feel free to reach out.

Thank you for your cooperation!

Best regards,

[Your Name]

[Your Position]

[Company Name]