INTERNAL MEMORANDUM

**DATE:** September 21, 2023

**FROM:** Julienne Hopp

**TO:** [All Employee]

**SUBJECT:** Update Work Schedule

Please take note of my new work schedule effective October 1st, 2023.

New Morning Schedule 08:00 AM – 03:00 PM.

New Evening Schedule 04:00 PM – 10:00 PM.

Thank You!

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