

INTEROFFICE MEMORANDUM

TO : ALL EMPLOYEES  
FROM : CONCIERGE DEPARTMENT  
DATE : APRIL 22, 2025  
SUBJECT : Implementation of Newly Approved Shuttle Schedule

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We are pleased to announce that the **new shuttle service schedule** has been formally approved and will be implemented effective **May 2025**. This enhancement is designed to provide improved convenience and seamless transportation options for our valued guests, in line with our continued commitment to service excellence.

**SHUTTLE SERVICE OVERVIEW:**

- **EFFECTIVE DATE:** May 01, 2025
- **OPERATING HOURS:**
  - **08:45 Am – 09:10 AM** - *(new schedule)*
  - 11:45 AM – 12:10 NN
  - 01:45 PM – 02:10 PM
  - 03:45 PM – 04:10 PM
  - 05:45 PM – 06:10 PM
  - **07:45 Pm – 08:10 PM** - *(new schedule)*
  - 08:45 PM – 09:10 PM

All guest-facing departments are expected to be fully aware of the new schedule and be prepared to provide accurate information and assistance. Proper coordination with the shuttle service team is essential to ensure efficient execution and guest satisfaction.

Please disseminate this information within your teams accordingly.

We appreciate your cooperation in ensuring the successful rollout of this new guest service offering.

Thank you,

Hotel Operations

Approved by:

 04/24/25

Rayhana B. Almalbis

Hotel Manager