

Office Closure Notice

Date: [Insert Date]

Dear [Employee/Staff/Team Name],

We hope this message finds you well. Due to unforeseen health and safety concerns, we regret to inform you that our office will be closed starting from [Insert Start Date] and will remain closed until [Insert End Date or "further notice"].

This decision has been made to ensure the safety and well-being of our employees and to comply with health regulations.

During this period, please work from home and stay connected with your teams via [insert communication tools e.g., email, video conferencing].

We will keep you updated with any changes regarding the situation and the reopening of the office. Your health and safety are our top priorities.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]