

Notice of Office Closure

Date: [Insert Date]

Dear [Employees/Staff/Team],

We hope this message finds you safe. Due to the recent natural disaster impacting our area, we want to prioritize the safety and well-being of our employees and their families. Therefore, our office will be closed from [start date] to [end date].

During this time, we encourage everyone to focus on their safety and to take the necessary precautions. We will continue to monitor the situation and provide updates as necessary.

If you have any urgent matters, please contact [designated contact person] at [contact information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]