

Notice of Planned Office Closure for Maintenance

Dear [Employee/Staff Name],

We would like to inform you that our office will be closed for maintenance on [Start Date] to [End Date]. This closure is necessary to ensure the safety and efficiency of our workplace.

During this period, all services will be suspended, and employees are encouraged to work from home or take this time off if applicable.

We apologize for any inconvenience this may cause and appreciate your understanding and cooperation.

If you have any questions, please feel free to contact [Contact Person/Department].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Company Name]