

Notice of Temporary Office Closure

Date: [Insert Date]

Dear [Employee/Customer/Stakeholder],

We hope this message finds you well. Due to recent health concerns impacting our community, we have made the difficult decision to temporarily close our office, effective immediately.

We are committed to ensuring the health and safety of our employees and clients. During this period of closure, all operations will be conducted remotely to the best of our ability.

We appreciate your understanding and support during this time. We will keep you updated and notify you of our reopening date as soon as possible.

If you have any questions, please feel free to reach out to us via email or phone.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]