

Temporary Office Closure Notice

Date: [Insert Date]

To All Employees,

We hope this message finds you well. We are writing to inform you that our office will be temporarily closed from [Start Date] to [End Date]. This decision has been made to [briefly explain reason, e.g., "conduct necessary renovations" or "ensure the safety of our staff during the ongoing health situation"].

During this time, we encourage you to continue your work remotely. Please ensure that you have all the necessary tools and access to perform your duties from home. If you have any questions or require assistance, do not hesitate to reach out to your team leader.

We appreciate your understanding and cooperation during this period and look forward to returning to normal operations soon.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]