

Notice of Temporary Office Closure

Date: [Insert Date]

Dear [Employee Name/Team],

This is to inform you that due to [reason for closure, e.g., unforeseen circumstances, public health guidelines, etc.], our office will be temporarily closed starting from [start date] until [end date]. During this period, we will be implementing remote work arrangements for all employees.

Please ensure that you have the necessary tools and access to perform your duties from home. We encourage you to maintain regular communication with your team and supervisor to ensure a smooth workflow during this time.

If you have any questions or need support in setting up your remote work environment, please do not hesitate to reach out to [HR/IT Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]