

# Notice of Temporary Office Closure

Date: [Insert Date]

Dear [Employees/Clients/Customers],

We are writing to inform you that, in response to public health measures, our office will be temporarily closed starting from [start date] to [end date]. This decision has been made to ensure the safety and well-being of our employees and the community.

During this closure, our team will be working remotely and can be reached via email or phone. We apologize for any inconvenience this may cause and appreciate your understanding during this time.

We will continue to monitor the situation and provide updates as necessary. Thank you for your cooperation and support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]