

Notice of Temporary Office Closure

Date: [Insert Date]

Dear [Employees/Clients/Stakeholders],

We are writing to inform you that our office will be temporarily closed from [start date] to [end date] due to [reason for closure, e.g., renovations, unforeseen circumstances]. During this period, our team will be working remotely to ensure that we continue to meet your needs.

We plan to reopen our office on [reopening date]. We are taking all necessary precautions to ensure the safety and well-being of our employees and clients upon reopening.

For any urgent matters, please contact us at [contact information]. We appreciate your understanding and patience during this time.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]