

Notice of Temporary Office Closure

Dear Team,

We hope this message finds you well. We are writing to inform you that due to unforeseen safety concerns, our office will be temporarily closed starting from **[Start Date]** until **[End Date]**.

The decision was made in the interest of your safety and well-being, as we prioritize ensuring a safe working environment for all our employees. During this period, all employees are encouraged to work from home. Please ensure that you have access to all necessary tools and resources to continue your work remotely.

We appreciate your understanding and cooperation during this time. Further updates will be communicated via email as the situation evolves.

If you have any questions or require assistance, please do not hesitate to reach out to your manager or the HR department.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Position]
[Company Name]