

Temporary Closure Notice

Date: [Insert Date]

Dear Team,

We hope this message finds you well. We want to inform you that due to [reason for closure], our office will be temporarily closed from [start date] to [end date]. During this period, all operations will be suspended.

Please ensure that you wrap up any critical tasks before the closure date and feel free to reach out to your manager if you have any questions or concerns.

We appreciate your understanding and cooperation during this time. We will keep you updated on any changes regarding the reopening of the office.

Thank you for your attention.

Sincerely,
[Your Name]
[Your Position]