

# Notice of Temporary Office Closure

Date: [Insert Date]

Dear [Employees/Clients/Stakeholders],

We would like to inform you that our office will be temporarily closed for maintenance from [Start Date] to [End Date]. During this period, we will be undertaking necessary upgrades to improve our work environment.

Normal operations will resume on [Restart Date]. We apologize for any inconvenience this may cause and appreciate your understanding.

If you have any urgent matters during the closure, please reach out to us via email at [Email Address] or call us at [Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]