

# Snow Day Closure Notification

Dear Staff,

Due to the severe weather conditions and heavy snowfall, we have decided to close the office on **[Date]**. The safety of our team members is our top priority, and we encourage everyone to stay safe and warm.

All employees are advised to work from home if possible. Please check your emails regularly for any updates or further instructions.

Thank you for your understanding and cooperation.

Stay safe,

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