

Department Closure Alert

Dear [Employee/Team Name],

We would like to inform you that the [Department Name] will be temporarily closed from [Start Date] to [End Date]. This closure is due to [reason for closure, e.g., maintenance, restructuring, etc.].

During this period, all operations of the department will be suspended, and staff are advised to [instructions for staff during closure, e.g., work from home, report to another department, etc.].

We appreciate your understanding and cooperation during this time. If you have any questions or concerns, please feel free to reach out to [Contact Person/Department] at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company/Organization Name]