

Important Notice: Site Lockdown

Date: [Insert Date]

Dear [Team/Staff/Employees],

We regret to inform you that due to a recent incident, our site will be temporarily locked down to ensure the safety and security of all personnel. This measure has been taken in response to [brief description of the incident].

Details of the Lockdown:

- **Start Date and Time:** [Insert Date and Time]
- **Expected Duration:** [Insert Duration]
- **Access Restrictions:** All personnel are prohibited from entering the site during the lockdown period.

We understand that this may cause inconvenience, and we appreciate your cooperation and understanding as we work to resolve the situation promptly.

Further Instructions:

Please stay tuned for updates via [Email/Company Communication Channel]. For any immediate concerns, do not hesitate to reach out to [Contact Information].

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]