

Office Closure Notification

Dear Team,

We are excited to announce that our company will be closing the office on **[Date]** for a company-wide event. This event is an opportunity for us all to come together, celebrate our achievements, and strengthen our team spirit.

Please ensure that all work commitments are managed accordingly before the office closure. We appreciate your understanding and cooperation.

The office will reopen on **[Date]**.

Thank you for your dedication and hard work. We look forward to seeing everyone at the event!

Best Regards,

[Your Name]

[Your Position]

[Company Name]