

Notice of Office Closure

Date: [Insert Date]

Dear [Staff/Team/Employees],

We regret to inform you that our office will be closed on [insert closure date] due to emergency repairs that need to be conducted. We apologize for any inconvenience this may cause and appreciate your understanding during this time.

Please ensure that all urgent matters are addressed prior to this date. We expect to resume normal operations on [insert reopening date].

If you have any questions or concerns, feel free to reach out via email or phone.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]