

Office Closure Notification

Date: [Insert Date]

Dear [Employee/Staff/Team Name],

In accordance with recent government regulations, we are required to close our office from [start date] to [end date]. This decision has been made to ensure the safety and well-being of all our staff and to comply with government mandates.

During this period, employees are encouraged to work from home where possible. Please ensure you have access to all necessary tools and resources to continue your work remotely.

We appreciate your understanding and cooperation during this time. If you have any questions or require further clarification, please do not hesitate to reach out to your supervisor.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]