

# Office Closure Notice

Date: [Insert Date]

Dear Team,

We hope this message finds you well. In light of recent developments regarding health and safety measures, we have made the decision to temporarily close our office. This decision has been made to ensure the safety and well-being of all employees.

The office will be closed from [Start Date] to [End Date]. During this period, we encourage everyone to work from home and maintain regular communication with your respective teams.

We appreciate your understanding and cooperation during this time. Please stay safe and healthy, and we will keep you updated with any further information.

Thank you.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]