

Notice of Office Closure for Maintenance

Dear [Employees/Staff/Stakeholders],

We would like to inform you that our office will be temporarily closed for maintenance work from [Start Date] to [End Date]. During this period, all operations will be halted, and there will be no access to the office premises.

The maintenance work is essential to ensure a safe and efficient working environment for everyone. We apologize for any inconvenience this may cause and appreciate your understanding and cooperation.

If you have any urgent matters that need to be addressed, please contact us via email at [Email Address] or phone at [Phone Number].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Company Name]