

# Office Closure Notification

Date: [Insert Date]

Dear [Team/Employees],

We hope this message finds you well. We are writing to inform you that our office will be closed starting from [Start Date] as we transition to remote work to ensure the health and safety of our team. This decision has been made following [reason for closure, e.g., health guidelines, company policy].

During this period, all employees are expected to work remotely. We will ensure that you have all the necessary tools and resources to perform your duties effectively from home. More information regarding remote work policies and procedures will be shared in the coming days.

Please feel free to reach out to your direct supervisor or the HR department if you have any questions or concerns.

Thank you for your understanding and cooperation.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]