

School Closure Notification

Date: [Insert Date]

Dear Staff,

We would like to inform you that our school will be closed on [Insert Closure Date] for a day of professional development. This time is vital for our ongoing commitment to enhancing our educational practices and supporting your professional growth.

During this day, staff will engage in a variety of workshops and training sessions aimed at improving our instructional strategies and student engagement techniques.

Please make necessary arrangements and plan ahead for this closure. We appreciate your dedication and flexibility as we strive for excellence in education.

Thank you for your continued hard work and support.

Sincerely,

[Your Name]

[Your Position]

[School Name]