

Important Notice: Store Closure

Dear Team,

We regret to inform you that due to unforeseen circumstances, our store located at [Store Address] will be closing effective [Closure Date]. This decision was not made lightly, and we appreciate your hard work and dedication during your time with us.

We understand that this may bring uncertainty, and we are committed to supporting you during this transition. Please feel free to reach out to [Contact Person/Department] for any questions or assistance you may need.

Thank you for your contributions to our team. We wish you all the best in your future endeavors.

Sincerely,

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