



Office Closure Memo Template

[Your Company Logo/Header]

[Date]

[To: All Employees]

[From: [Your Name/Position]]

[Subject: Office Closure Announcement]

Dear Team,

I hope this message finds you well. I am writing to inform you that due to [reason for closure: e.g., renovations, maintenance, holiday, etc.], our office will be closed on [dates of closure].

During this period, all operations will be temporarily suspended, and employees are not expected to report to work. We kindly ask that you plan your work accordingly to ensure that all pending tasks are completed before the closure dates.

Please note the following details:

- [Additional instructions, if any, regarding access to the office or remote work arrangements]
- [Emergency contact information in case of urgent matters]
- [Expected date of resumption of normal operations, if known]

We understand that this closure may inconvenience some of you, but it is necessary to [explain reason for closure, e.g., ensure workplace safety, improve facilities, etc.]. Your cooperation and understanding during this time are greatly appreciated.

If you have any questions or concerns regarding the closure, please do not hesitate to contact [contact person's name] at [contact information].

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]