[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Holiday Office Closure Notice

Document: _____ **Date:** _____

From: _____ **To:** All staff

Subject: Office closure - [Holiday name]

The office at [Office location] **will be CLOSED on** [Closure date] **for** [Holiday name]**.**
Reopens: [Reopening date]**. No routine business will be handled while closed.**

Emergency contact during closure: [Emergency contact name] on [Emergency contact number]. Routine queries should wait until [Reopening date].

What staff need to do Plan work so nothing routine is left outstanding for [Closure date].

Note the reopening date, [Reopening date], and the emergency contact above.

Direct questions about this closure to [Manager name], [Manager job title].