[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
[Doc ID]	[Date]	[Manager name], [Manager job title]	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].