To: All Staff

From: [Your Name], [Your Position]

Date: October 13, 2023

Subject: Immediate Office Closure Due to Power Issues

Dear Team,

Due to an unforeseen power outage that has affected our main office building, we are issuing an immediate closure of the office for [date] to ensure the safety and well-being of all our employees. This decision comes after consultation with the building management and local authorities, and given the current information, we believe this is the safest course of action.

\*\*Details of the Incident:\*\*

Early this morning, we became aware of a power failure affecting not only our offices but much of the surrounding area. This outage has disabled critical systems in our building, including lighting, power, and climate control systems. We are in close contact with the electric utility company, which has informed us that the restoration of power may take up to [time frame] due to the complexity of the issue.

\*\*Implications for Work:\*\*

1. \*\*Remote Work\*\*: Where possible, employees are encouraged to work from home. Please take all necessary materials with you to facilitate effective remote work. If your role does not support remote work, or you lack the necessary resources, please get in touch with your direct supervisor to discuss alternative arrangements.

2. \*\*Meetings and Scheduled Events\*\*: All in-person meetings and events scheduled for [date] should be postponed or shifted to a virtual format if possible. Please coordinate with your teams and any external parties involved to communicate these changes.

3. \*\*Critical Operations\*\*: For those involved in critical operations, separate communications will follow from your department heads with instructions on how your work will be handled during this closure.

\*\*Safety Measures:\*\*

- Please ensure you shut down all your electronic equipment before leaving the office, except for those systems that are critical to the company's remote operations.

- Do not attempt to enter the office building until official communication has been sent out stating that it is safe and operational.

- Ensure you have all necessary emergency contact numbers in the event of any urgent issues or concerns.

\*\*Communication:\*\*

We will keep you updated on developments as we receive more information from building management and the utility company. Please ensure you are checking your emails or the company’s internal communication channels [specify if any, e.g., Slack, Teams] regularly for updates about the office reopening.

\*\*Support:\*\*

We understand that sudden disruptions like this can be challenging and cause disarray in both our professional and personal lives. Should you need support or additional resources to work remotely, or if you have concerns or questions, please do not hesitate to contact your supervisor, HR, or [specific point of contact].

We sincerely apologize for the inconvenience this may cause and appreciate your understanding and cooperation as we navigate this unexpected challenge. The safety of our employees is a top priority, and we are working diligently to resolve this situation as quickly as possible.

Thank you for your immediate attention to this matter, your flexibility, and your commitment to our company's safety and well-being.

Best regards,

[Your Name]

[Your Position]