*NOTICE: Emplicity provides HR advice and recommendations. Information provided by Emplicity is not intended as a substitute for employment law counsel. At no time will Emplicity have the authority or right to make decisions on behalf of its clients*.

Subject: Business Closure Notification

This letter is to inform you that effective [immediately or insert day/time], due to the Public Health Order affecting [insert name of county/city/state/municipality], [Company Name] (hereinafter “the Company”) will be closed until further notice. No one will be allowed to access the office.

As part of our Business Continuity Plan, those whose duties will allow you to work remotely may be asked to do so until the office reopens. Those of you whose normal duties do not allow you to work remotely may be asked to work remotely by performing other duties during this time. You should contact [insert name/title] at [insert contact information] for instructions. Please contact [insert name/title] at [insert contact information] if you need to make any arrangements to work remotely.

All personnel should remain alert for any symptoms including fever, tiredness, and dry cough. If any of these, or other flu-like symptoms arise, you should seek medical attention. These symptoms are usually mild and begin gradually.

Please reach out with any questions to: [insert name/title or Human Resources Department]