

[Your Company's Letterhead]
[Your Name]
[Your Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],
Subject: Notice of Work Closure

I hope this message finds you well.
I am writing to formally notify you that [Company Name] will be closing operations on [closure date]. This decision has not been made lightly and comes as a result of [brief explanation of reasons for closure].
We understand the impact this may have and are committed to ensuring a smooth transition for all parties involved. Our final day of operations will be [specific details about last working day activities, if applicable].
Please feel free to reach out if you have any questions or need further information. Thank you for your understanding and support during this time.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Title]