



Sample Messages to Announce Office Closure Due to Inclement Weather

Employee Messages

Employee message for one-day closure:

Email subject line: WEATHER ALERT: [Office/Job Site/Store Name] is closed [today/tomorrow] due to weather.

Due to [name weather event], we will be closed [today/tomorrow, date].

If you believe you are able to conduct business from home, please discuss further with your supervisor. Those who have projects they cannot work on from home should contact their supervisors for direction on how to proceed.

If you have in-person meetings scheduled with customers or colleagues, please work with those people to move the meetings to a virtual format.

Based on the weather forecast, we expect to open at the regular time [tomorrow/the next day]. If conditions change, you will be notified.

Please contact your supervisor if you have questions.

Employee message for indefinite closure:

Email subject line: WEATHER ALERT: [Company name] is closed due to weather

Due to [name weather event], our office will be closed today, [date]. The weather forecast for tomorrow is uncertain. We'll let you know by X p.m. today whether we plan to be open tomorrow.

If you believe you are able to conduct business from home, please discuss further with your supervisor. Those who have projects they cannot work on from home should contact their supervisors for direction on how to proceed.

If you have in-person meetings scheduled with customers or colleagues, please move the meetings to a virtual format or reschedule for several days from now.

(If appropriate) Employees will be paid for normal working hours during the closure.

Please contact your supervisor if you have questions.

Employee message for late opening:

Email subject line: WEATHER ALERT: [Company name] opening late today

Due to [name weather event], we will open at [XX a.m./p.m.] today, [date]. All employees are expected to report for work at that time. Those who face weather-related difficulties making it to work are asked to contact their supervisors.

If you have in-person meetings scheduled with customers or colleagues before [opening time a.m./p.m.], please contact those people to move the meetings to a virtual format or to reschedule.

Please contact your supervisor if you have questions.

Employee message for varied location closures:

Email subject line: WEATHER ALERT: [Company location A] is closed due to weather; [Company location B] is open for business

Due to [name weather event], our [location A] is closed today, [date]. [Location B] will open for business at the usual time.

Employees who usually work in [location A] are asked to work from home. *(If appropriate)* Employees who work at home should work their regularly scheduled hours and will be paid for their hours worked during the closure.

Please move any in-person meetings scheduled with customers or colleagues to a virtual format or reschedule them.

Those who work in [location B] should report to work in person as usual.

Please contact your supervisor if you have questions.

Employee message for reopening:

Email subject line: UPDATE: [Company name] will reopen tomorrow

Based on improved weather forecasts, our [office/job site/store name] will reopen tomorrow, [date], and normal working hours will resume.

Thank you for your flexibility during the weather closure. Please contact your supervisor if you have questions.

Customer Messages

Customer message for one-day closure:

Email subject line: WEATHER ALERT: [Company name] is closed due to weather

Due to [name weather event], our [office/job site/store] will be closed today, [date]. All employees are working from home. We apologize for any inconvenience.

Based on the weather forecast for tomorrow, we expect to open at [time] and resume normal hours. Please watch our website, [URL], for updates.

Thank you for your understanding. If you have any questions or immediate needs, please contact [Name] at [number/email].

Customer message for indefinite closure:

Email subject line: WEATHER ALERT: [Company name] is closed due to weather

Due to [name weather event], our [office/job site/store] will be closed today, [date]. All employees are working from home. We apologize for any inconvenience.

We are monitoring the forecast and will reopen as soon as conditions allow us to do so safely. Please watch our website, [URL], for updates.

Thank you for your understanding. If you have any questions or immediate needs, please contact [Name] at [number/email].

Customer message for late opening:

Email subject line: WEATHER ALERT: [Company name] opening late today due to inclement weather

Due to [name weather event], [Company name] will open at XX [a.m./p.m.] today, [date]. If you have a meeting or call scheduled with a company representative before that time, we will contact you.

Thank you for your understanding. If you have any questions or immediate needs, please contact [Name] at [number/email].

Customer message for varied location closures:

Email subject line: WEATHER ALERT: [Company name]'s [location A] is closed due to weather; [location B] is open

Due to inclement weather, our XX location is closed today [date]. We look forward to serving you at our XX location, which is open and will be operating as usual.

If you have a meeting scheduled at [location A] today, we will contact you to reschedule.

Thank you for your understanding. If you have any questions or immediate needs, please contact [Name] at [number/email].

[Axcet HR Solutions](#) provides comprehensive human resources solutions to employers with up to 150 employees. For more information about how to [manage business closures due to weather](#) or other circumstances, just [request a consultation](#).