Your Name

Your Company Name

Street Address City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address City, ST ZIP Code

Dear Recipient Name:

To all staff members, it is hereby to inform you that the meeting that was arranged tomorrow for the company's new policy discussion has been postponed. As we all know COVID-19 is all around and the company is deciding to allow work from home. Therefore, the CEO has canceled the meeting for the time being. Whole team members are requested to stay in touch via phones and emails. Moreover, all must be online on time according to official requirements. Hope all of you will cooperate. Do your work at home and try to submit on time to avoid inconvenience due to the delay of work. Stay safe and healthy.

Sincerely,

Your Name

Title