[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

General Office Circular

Document	Date	From	To
[Doc ID]	[Date]	[Manager name], [Manager job title]	All staff

Subject: General office circular - office arrangements and points of contact

[Company name] issues this circular to confirm the office arrangements at [Office location] and the point of contact for office queries.

Office arrangements

- The office at [Office location] remains the main place of work for staff covered by this circular.
- Day-to-day queries go to [Manager name], [Manager job title], in the first instance.
- Any change will be announced by a further circular from [Manager name].

What staff need to do

- Read this circular and keep it for reference.
- Direct questions about these arrangements to [Manager name], [Manager job title].