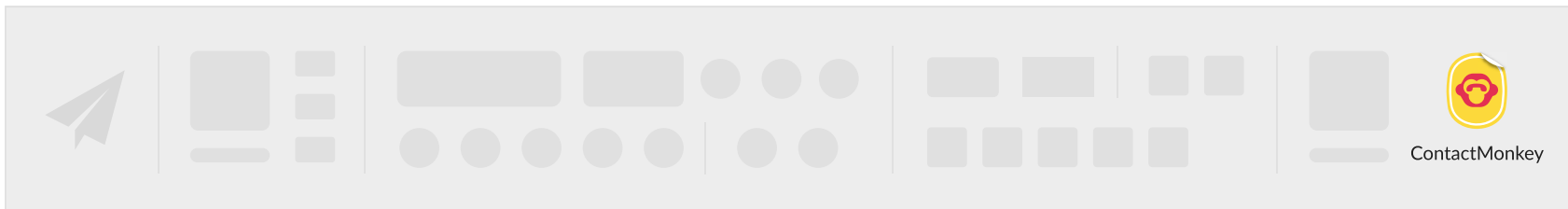




Sample Increment Weather Email to Employees





To:

Cc:

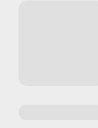
Subject:

Hello {{first_name}},

Due to [recent weather event], we have decided to close our [offices/workplace/job site] until [date/time or further notice]. Please stay at home and do not risk your safety.

If you have any questions or concerns about this closure, please contact your [manager/supervisor], {{manager_name}}. We will be monitoring the weather and will alert you when we reopen our [offices/workplace/job site].

Thank you,
[Head of HR/internal communications]



ContactMonkey

To:

Cc:

Subject: WEATHER ALERT: Inclement weather on [date]


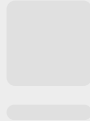



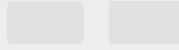



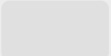
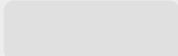

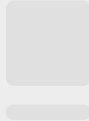

Hello {{first_name}},

Please be aware that [your city/office location] will be experiencing [details of inclement weather] on [date of weather event].

Our [offices/building/job site] will remain open during this time, but we advise that you use caution while traveling to and from our [offices/building/job site].

For further details about this weather alert, please contact your [manager/supervisor] or follow this link: [link to details about weather].

Thank you,
[Head of HR/internal communications]

ContactMonkey

To:

Cc:

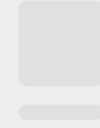
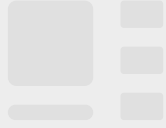
Subject:

Hello {{first_name}},

Please plan for poor weather on [date] to avoid discomfort while at your job. The forecast is calling for [specific weather], and we encourage you to prepare accordingly.

Consider bringing appropriate apparel to mitigate [specific bad weather] with you on [date]. If you have any questions, or concerns about your ability to do your job on [date], please contact your [manager/supervisor].

Thank you,
[Head of HR/internal communications]



ContactMonkey

To:

Cc:

Subject:


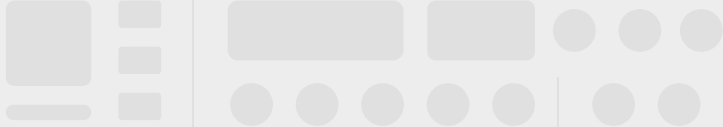

Hello {{first_name}},

Be advised that there is extreme adverse weather affecting [office/location] on [date]. Our [offices/building/job site] will remain closed until further notice.

Do not come into the [offices/building/job site]. Please take the appropriate precautions to ensure your safety during this time. Contact your [manager/supervisor] if you have any questions about our safety procedures or your ongoing projects.

For more information about this current [weather event], please visit [link to additional weather information].

Thank you,
[Head of HR/internal communications]

ContactMonkey

To:

Cc:

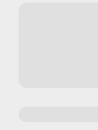
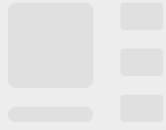
Subject:

Hello {{first_name}},

Weather reports predict [moderate/severe] thunderstorms happening in [location] on [date/time]. Please use caution when travelling to [office/location/job site].

If you do not feel safe coming into work on [date of storm], please contact your [manager/supervisor] to make alternate arrangements. For more details about this upcoming thunderstorm, please visit [weather website or resource].

Thank you,
[Head of HR/internal communications]



ContactMonkey

To:

Cc:

Subject:


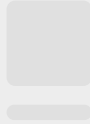


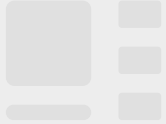

Hello {{first_name}},

There is a cold weather advisory for [location] on [date]. Please take the appropriate precautions to ensure your safety. Extreme cold weather can cause adverse driving conditions and possible power outages.

Our [offices/location/job site] will [be closed/remain open] on [date]. Please contact your [manager/supervisor] to coordinate any precautions you need to take.

For more information about this cold weather alert, please visit [website with additional information].

Thank you,
[Head of HR/internal communications]

ContactMonkey

To:

Cc:

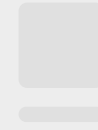
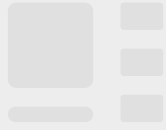
Subject:

Hello {{first_name}},

Due to the [upcoming/ongoing] blizzard conditions in [location], we have decided to close our [office/location/jobsite] until further notice. Please stay at home and take the proper precautions to stay safe during the blizzard.

For additional resources about the [ongoing/upcoming] blizzard, please visit [website with safety recommendations]. If this closure drastically impacts your ability to do your work, please contact your [manager/supervisor] to decide a course of action.

Thank you,
[Head of HR/internal communications]



ContactMonkey

To:

Cc:

Subject: WEATHER ALERT: Ice storm forecast on [date]


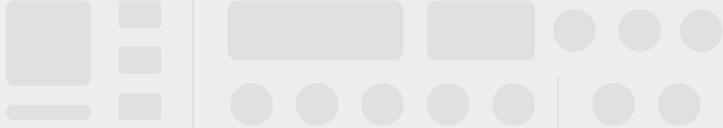

Hello {{first_name}},

An ice storm is forecast for [location] on [date], and this will likely impact our [office/location/job site]. We are deciding whether the severity of the storm warrants closure of our [office/location/job site].

Ice storms have an increased possibility of damaging power infrastructure, so be sure to take the proper precautions to remain safe in the event of a prolonged power outage. Please consult [website] for additional information about staying safe during a power outage.

In the event that the ice storm causes widespread power outages, your [manager/supervisor] will provide you with instructions for working offline. If you have any questions, please contact your [manager/supervisor].

Thank you,
[Head of HR/internal communications]

ContactMonkey

To:

Cc:


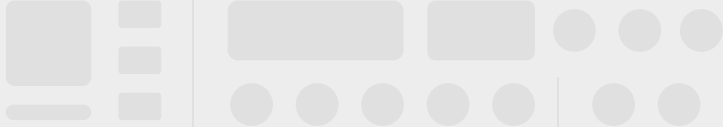

Subject:

Hello {{first_name}},

We are advising employees to take precautions in advance of the forecast heatwave happening on [date]. Follow these suggestions for dealing with extreme heat: [website].

If you are experiencing effects from this heatwave, please contact your [manager/supervisor] to inform them of your situation.

Thank you,
[Head of HR/internal communications]



ContactMonkey

To:

Cc:

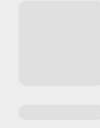
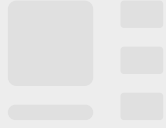
Subject: TROPICAL CYCLONE WARNING: Follow government guidelines and seek safety

We are aware that [relevant government body] has issued a tropical cyclone warning for [location]. If you are in the affected area, please follow [relevant government body] instructions to ensure your safety.

[Link to government guidelines for emergency safety]

Please stay safe during this time. You are not expected to continue work until the weather threat has passed and the situation has been properly assessed. We will do our best to stay in touch with [company]'s employees to make sure everyone is safe.

[Head of HR/internal communications]



ContactMonkey

To:

Cc:

Subject: WEATHER ALERT: Hazardous driving conditions in [location]

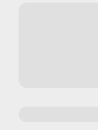
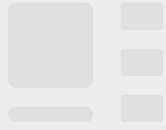
Hello {{first_name}},

Please use caution when driving to our [office/location/job site] on [date]. There will be hazardous road conditions on [road/highway/street] due to [weather conditions].

If you do not feel comfortable driving into the [office/location/job site], we encourage you to use an alternative form of transportation or [work from home/relevant substitute].

For more information about driving conditions, please visit [website link to weather updates]. Please contact your [manager/supervisor] if you have any questions/concerns about current driving conditions.

Thank you,
[Head of HR/internal communications]



ContactMonkey

To:

Cc:

Subject:

OFFICE CLOSURE: Efforts underway to clear flooding

Hello {{first_name}},

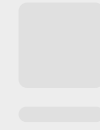
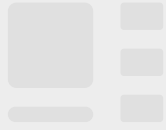
Over the past [timeframe], we've experienced extensive flooding at [office/location/job site] due to [reason for flooding].

We are in the process of clearing the flooding and making necessary repairs. The [office/location/job site] will be closed until further notice while we recover from the flooding.

Your [manager/supervisor] will contact you with updated information about your [work/projects] so that you may continue working from home.

We will alert you when the office has reopened. Thank you for your patience and understanding.

[Head of HR/internal communications]



ContactMonkey

To:



Cc:



Subject:

WEATHER ALERT: Flooding reported in [location]


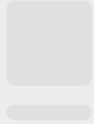


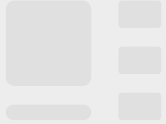

Hello {{first_name}},

There has been extensive flooding in [location], and we are advising employees to avoid the area. If the flooding interferes with your commute or your ability to work, please contact your [manager/supervisor] to inform them of your situation.

If you have been directly impacted by the flooding, please take the appropriate measures to ensure your safety. You can learn more about flooding safety precautions from [website with relevant information].

Please stay safe and take however much time you need to respond to this situation.

[Head of HR/internal communications]

ContactMonkey

To:

Cc:

Subject:

Hello {{first_name}},

We are advising employees to work from home on [date] as forecasts indicate [details of weather that warrants working from home]. We will resume in-person work once the weather conditions are less adverse.

Please contact your [manager/supervisor] should you need any further information about your responsibilities when working from home. They'll be happy to provide you with the resources you need.

Thank you,
[Head of HR/internal communications]



About ContactMonkey

ContactMonkey is a powerful internal communications software that enables you to send timely updates to employees via your email client (Outlook and Gmail) or SMS.

ContactMonkey is modernizing the way the world's top organizations connect, communicate, and engage with their employees. In a rapidly changing world of work, our tool makes it easier for companies to engage remote, hybrid, and deskless workers—all through a single platform.

We help internal communications teams to create, send, and track employee newsletters, SMS updates, and crisis communications with the goal of boosting employee engagement, and productivity. With ContactMonkey, you can send beautiful HTML email newsletters or crisis communications via SMS, build segmented employee lists from your Azure Active Directory or HRIS, gather employee feedback, and measure employee email analytics (open rates, click rates, read rates, eNPS) to understand what truly engages your employees.

**Ready to Elevate Your Internal
Communication Strategy?**

[Book a Demo](#)