To: [odthuboperations.shiftmanagers@nhsbt.nhs.uk](mailto:odthuboperations.shiftmanagers@nhsbt.nhs.uk)

Cc: [emma.laing@nhsbt.nhs.uk](mailto:emma.laing@nhsbt.nhs.uk); [pithia@nhsbt.nhs.uk](mailto:pithia@nhsbt.nhs.uk)

Bcc:

Subject: PITHIA - [INSERT LAB NAME] LAB TEMPORARY BREAK

Dear Hub Operations Managers,

Please do not send any PITHIA samples to [INSERT LAB NAME] lab until [hh:mm] on [DATE].

Thank you.

[ADD EMAIL SIGNATURE]