

# Notice of Seasonal Shutdown

Date: [Insert Date]

To: All Employees

Dear Team,

We would like to inform you that due to the upcoming seasonal changes, [Factory Name] will be undergoing a temporary shutdown. The shutdown period is scheduled to begin on [Start Date] and will continue until [End Date].

We appreciate your hard work and dedication throughout the year. This break will allow us to conduct necessary maintenance and prepare for the upcoming production cycle.

Please ensure that all tasks are completed prior to the shutdown date. If you have any questions or concerns, do not hesitate to reach out to your supervisor.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Factory Name]