

Notice of Factory Shutdown for Maintenance

Date: [Insert Date]

To All Employees,

We would like to inform you that our factory will be temporarily shut down for scheduled maintenance. The shutdown will commence on [Start Date] and is expected to last until [End Date].

This maintenance is necessary to ensure the continued safety and efficiency of our operations. We appreciate your understanding and cooperation during this time.

Please ensure that all your tasks are completed and that your workstations are properly secured before the shutdown date.

For any inquiries, feel free to contact your supervisor.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]