

# Notice of Factory Shutdown

Date: [Insert Date]

Dear [Employee/Staff Name],

We would like to inform you that our factory will be temporarily shutting down for the holiday season. This decision has been made to allow our employees to spend quality time with their families and loved ones.

**Shutdown Period:** [Start Date] to [End Date]

We appreciate your hard work and dedication throughout the year. Please ensure that all tasks are completed before the shutdown period. We will resume normal operations on [Reopening Date].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]