

Notice of Temporary Factory Shutdown

Date: [Insert Date]

To: All Employees

From: [Your Company Name]

Subject: Factory Shutdown for Inventory Purposes

Dear Team,

We would like to notify you that our factory will be temporarily shut down for inventory purposes from [Start Date] to [End Date]. This closure is essential to conduct a thorough and accurate inventory count.

During this period, all employees are advised not to come to the facility. Please ensure that all necessary arrangements are made prior to the shutdown date.

We appreciate your understanding and cooperation. If you have any questions or concerns, please feel free to reach out to your supervisor.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]