

Holiday Shutdown Notification

Date: [Insert Date]

To: [Franchisee Name]

Address: [Franchisee Address]

Dear [Franchisee Name],

We hope this message finds you well. In light of the upcoming holiday season, we would like to inform you that [Franchise Name] will be implementing a holiday shutdown. This is to ensure that our employees can spend quality time with their families and recharge for the upcoming year.

The holiday shutdown will commence on [Start Date] and will conclude on [End Date]. All operations will resume on [Resumption Date]. During this period, please make the necessary arrangements to prepare your location for the shutdown.

We appreciate your cooperation and understanding. If you have any questions or require further assistance, please do not hesitate to contact us.

Wishing you a wonderful holiday season!

Sincerely,

[Your Name]

[Your Position]

[Franchise Name]

[Contact Information]