

# Holiday Planning Outline

Date: [Insert Date]

To: [Subcontractor's Name]

From: [Your Name]

Subject: Holiday Planning Outline

## Introduction

This document outlines the preliminary holiday planning schedule for our subcontracted work. Please review and provide your feedback.

## Key Dates

- Start Date: [Insert Start Date]
- End Date: [Insert End Date]
- Final Review Date: [Insert Review Date]

## Work Allocation

Please find below the preliminary work allocation during the holiday period:

1. Task 1: [Description and Allocated Time]
2. Task 2: [Description and Allocated Time]
3. Task 3: [Description and Allocated Time]

## Contact Information

For any inquiries or further discussions, please reach out to:

[Your Name] - [Your Phone] - [Your Email]

## Conclusion

We appreciate your cooperation and look forward to your input on this outline.

Sincerely,

[Your Name]

[Your Position]

[Your Company]