

Holiday Work Adjustment Notification

Date: [Insert Date]

To: [Subcontractor Name]

[Subcontractor Address]

Dear [Subcontractor Name],

We hope this message finds you well. As the holiday season approaches, we would like to inform you of some adjustments to the work schedule in relation to the upcoming holidays.

Due to [reason for adjustment], we will be implementing the following changes:

- Start Date: [Insert Start Date]
- End Date: [Insert End Date]
- New Working Hours: [Insert New Working Hours]

We appreciate your understanding and flexibility during this time. Please confirm your acceptance of these adjustments by [insert confirmation date]. If you have any questions or concerns, feel free to reach out to us directly.

Thank you for your continued partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]