

Holiday Work Expectations

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Holiday Work Expectations

Dear [Subcontractor Name],

As we approach the holiday season, we would like to outline our expectations for work during this time. Please review the following guidelines:

Work Schedule

- Normal working hours will resume on [insert date].
- Please confirm your availability during the holiday period.

Project Deadlines

- All ongoing projects should aim to meet deadlines set before the holidays.
- If any delays are anticipated, please inform us as soon as possible.

Point of Contact

- For urgent matters during the holidays, please contact [Your Name] at [Your Phone Number].

We appreciate your cooperation and look forward to a successful collaboration throughout the holiday season.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]