

# Emergency Cessation of Activities

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you of an immediate cessation of all activities on site [insert site name/location] due to [briefly describe the reason, e.g., safety concerns, hazardous weather]. This decision is necessary to ensure the safety and well-being of all personnel involved.

All employees and subcontractors are to halt work immediately and evacuate the area if required. Please ensure that all necessary precautions are taken to secure the site.

Further information and instructions will be communicated as soon as possible. Please do not hesitate to contact us at [insert contact information] if you have any questions or require additional information.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]