

Annual Holiday Notification

Date: [Insert Date]

To: [Contractor's Name]

Address: [Contractor's Address]

Dear [Contractor's Name],

We hope this message finds you well. As part of our annual tradition, we wish to inform you that our office will be pausing operations for the holiday season starting from [Start Date] to [End Date]. During this period, all non-essential services will be temporarily halted.

Please ensure that all ongoing projects are up to date before this break. We appreciate your cooperation and understanding as we take this time to recharge and celebrate.

We look forward to continuing our successful collaboration upon our return on [Return Date]. If you have any questions or concerns, please feel free to reach out before the holiday pause.

Thank you for your attention and have a wonderful holiday season!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]