

# End-of-Year Shutdown Notice

Date: [Insert Date]

Dear [Contractor's Name],

We would like to inform you that our offices will be closed for the end-of-year shutdown starting from [Start Date] to [End Date]. During this period, all operations will be temporarily halted.

Please ensure that all work in progress is completed or properly documented before the shutdown. We appreciate your understanding and cooperation in this matter.

If you have any urgent concerns or questions, please do not hesitate to contact us before the shutdown begins.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]