

Holiday Shutdown Announcement

Dear [Contractor Name/Company],

We hope this message finds you well. This is to inform you that our company will be observing a holiday shutdown from [Start Date] to [End Date]. During this period, our operations will be temporarily halted.

Please ensure that all ongoing projects and activities are planned accordingly to accommodate this shutdown. We encourage you to wrap up any urgent matters before the break.

Our team will resume normal operations on [Reopening Date]. For any immediate concerns, please contact [Contact Person/Email].

Thank you for your understanding and cooperation. We wish you a happy holiday season!

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]