

Contractor Shutdown Notice for Holiday Season

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Company's Name]

Dear [Contractor's Name],

We would like to inform you that our operations will be temporarily suspended for the holiday season starting from [Start Date] to [End Date]. During this period, our offices will be closed and all project-related activities will be on hold.

Please ensure that any ongoing work is wrapped up by [Final Working Date] to facilitate a smooth shutdown process. If you have any urgent matters that need to be addressed before the holiday break, please reach out to us no later than [Deadline Date].

We appreciate your cooperation and understanding. Wishing you a joyous holiday season and a prosperous New Year!

Best regards,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]