

# Contractor Holiday Performance Expectations

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Name/Company]

Subject: Holiday Performance Expectations

Dear [Contractor's Name],

As we approach the holiday season, we want to ensure clarity regarding performance expectations during this period. Below are the key points we expect to be upheld:

- **Availability:** Please confirm your availability for work during the holiday period, including any observed holidays.
- **Project Deadlines:** Ensure that all project deadlines are met, even with potential holiday interruptions.
- **Communication:** Maintain open lines of communication, providing updates on project status and any issues that arise.
- **Work Quality:** Continue to uphold our quality standards in all deliverables.
- **Safety Compliance:** Follow all safety protocols, especially in light of holiday-related changes in scheduling or staffing.

If you have any questions or concerns regarding these expectations, please do not hesitate to reach out. We appreciate your hard work and commitment during this busy time of year.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]