

Contractor Holiday Project Continuity Plan

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

As the holiday season approaches, we want to ensure a seamless continuation of the [Project Name] during this time. Below are the key details regarding our continuity plan:

1. Project Status

[Brief update on the current status of the project.]

2. Designated Contacts

During the holiday period, the following contacts will be available for any urgent matters:

- [Name], [Position] - [Contact Information]
- [Name], [Position] - [Contact Information]

3. Project Responsibilities

[Outline the responsibilities of team members during the holiday period.]

4. Key Dates

The project timeline is as follows:

- [Date]: [Milestone/Task]
- [Date]: [Milestone/Task]

5. Emergency Protocol

In the event of an emergency, please follow the outlined protocol:

[Describe emergency procedure.]

We appreciate your understanding and cooperation during this period. Please feel free to reach out with any questions or concerns.

Wishing you a safe and joyful holiday season!

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]