

# Contractor Holiday Task Assignment

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Name] / [Your Position]

Subject: Holiday Task Assignment

Dear [Contractor's Name],

As we approach the holiday season, we would like to assign you tasks that will need attention during this period. Below are the details of your assignments:

- **Task 1:** [Description of task 1]
- **Task 2:** [Description of task 2]
- **Task 3:** [Description of task 3]

We kindly ask you to complete these tasks by [Insert Deadline]. If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your cooperation and support during this busy time.

Best regards,

[Your Name]

[Your Position]

[Your Company]