

Temporary Contract Closure Announcement

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Announcement of Temporary Contract Closure

Dear [Recipient's Name],

We are writing to inform you that due to [reason for closure], we will be temporarily closing the contract effective from [start date] until [end date].

We appreciate your understanding during this time and assure you that we are committed to [mention any relevant plans or support during closure].

If you have any questions or need further clarification, please feel free to reach out to us at [contact information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]