Dear employees,

This is a reminder email for secret Santa. If you have already bought the gift, you can give it to me today, as I am collecting them from today on. We have the wrapping paper, so we can wrap them for you as well. If you have not purchased the gift yet, kindly, give it to me by Thursday, as we are celebrating secret Santa on Friday, i.e. 20th December 2019, at 1:30 p.m.

The event will be held in the office cafe. We will exchange the gifts and find out our secret Santa on that day. Also, the office has arranged lunch and Christmas treats for all our employees. Come, join us and let us all have the Christmas fun even before Christmas.

Looking forward to seeing you all.

Happy holidays! Merry Christmas!

Regards,

HR.