Date:

Dear employees,

Christmas is around the corner! We want you to celebrate it joyfully with your family, for which, we are giving two extra days off to all our employees for the celebration. The holidays will start from 20th December 2019, till 28th December 2019.

Your salaries, along with your Christmas bonuses have been transferred into your accounts. Enjoy to the fullest! Merry Christmas!

Regards,

HR team.

…………………………………………………………………………………………………………………………………………….

Dear employees,

This is to inform you that the Christmas holidays will start from 20th December 2019, and end on 27th December 2019. You are expected to report back on 28th December 2019 at 9:00 a.m. This Christmas, the company has given a 10% bonus to all the employees, which has already been transferred to the respective accounts.

Happy holidays! Merry Christmas!

Regards,

CEO.

……………………………………………………………………………………………………………………………………………..

Dear customers,

This is to inform you that we are closing our outlet for Christmas from 23rd December - 29th December 2019. We will reopen on 30th December 2019. Any online orders placed after 20th will be dispatched once we resume our operations. Your emails will be answered after the holidays as well. We regret any inconvenience caused to you.

We wish you a happy Christmas!

Regards,

ABC Ltd.