Date:

To [Recipient Name]

Merry Christmas!

I am sure that you are fully active to enjoy the Christmas holidays with full zeal and zest. I am very happy to tell you that our company has decided to organize a secret Santa game. All the employees are invited to participate in the game and be a secret Santa for your colleagues.

Bring some fun gifts this year and make yourself and others happy. It is being advised to all the employees to avoid extravagance in buying Christmas gifts for your fellows.

Waiting for your response.

[Your Name]  
[Designation]

[Company Name]

[Address]  
[Email]  
[Contact]