Dear employees,

The most awaited time of the year is just around the corner, and we are aware of your excitement level to celebrate the Christmas festivities with your families and friends.

Before the holidays would start, as notified before, our company is holding a Christmas party on 20th December 20XX. Secret Santa gifts will also be exchanged at the same party. There are a few aspects we need to instruct about regarding the secret Santa, so to avoid any inconvenience or spoiling of the fun:

* Keep the name of your secret Santa a secret and avoid sharing it with your friends to keep the fun alive.
* The gift should not cost more than $[X].
* The gift should not be discriminatory or offensive in any way; socially, religiously, or morally.
* Purchase a gift that is professional, and something you can give to a work colleague.
* You can attach or include any creative give wrapping ideas, notes (printed so to maintain the secrecy), etc.
* Try to make your gift an interesting one to make your secret Santa excited.
* If you do not have the budget the to buy a gift, contact the HR department for alternatives.

We expect you to adhere to these instructions strictly so that the administration of secret Santa would be smooth and pleasant.

We hope that these instructions would clarify any sort of misunderstandings. If you still have any questions, you can contact the HR department.

Thank you! Merry Christmas!

Regards,

Silvia Moon.