From,

Annette Jameson

CEO

XYZ Corporation

Ohio

USA

Dated: DD/MM/YYYY

To,

All EmployeesXYZ

XYZ Corporation

Ohio

USA

Subject: Warm wishes for a very Merry Christmas.

Dear All Valuable Employees of XYZ Corporation,

We hope you all have enjoyed and truly experienced the spirit of this season. Thus, in the warmth of this relaxed and joyous festival, we shall like to take some time off to relax and unite together with a light and happy heart to celebrate this season of happiness.

We thoroughly understand the efforts undertaken by the employees to complete the tasks. We are happy with everyone’s work and how your work, as well as efforts, have benefited the company. The goals achieved by the company were possible only for your hard work and efforts.

We hope that you and your family experience a very Happy Christmas!

Sincerely,  
Annette Jameson  
CEO  
XYZ Corporation.