From

\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_

To

\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_

Subject: Merry Christmas!

Dear\_\_\_\_\_\_\_\_(name of employee),

Merry Christmas!

We at \_\_\_\_\_\_\_ [mention name of company] formally wish you and your family a happy Christmas. We hope you have had a rewarding year as a \_\_\_\_\_\_\_ [mention designation] here at \_\_\_\_\_\_\_ [mention name of company]. We would thus like to wish you and your family a peaceful and relaxed Christmas.

Take care and have a good one.

Regards,

\_\_\_\_\_\_\_\_ [Name and designation]