

Letter Announcing Annual Employee Holiday Luncheon

[You're Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

This is to announce that the annual holiday luncheon is scheduled on [enter date]. Just after 3 hours of formal office dealings, we'll wind up all work and will then have some entertainment. You can expect a movie afternoon. All the staff will be served with tantalizing lunch afterwards. Our sponsors this year are [enter sponsors].

All employees are requested to join the upcoming holiday luncheon since this is organized for you and your enjoyment. We want you to get yourself refreshed by such kind of off time get together.

Nonetheless, those who are unable to join are requested to inform Mr. [enter name] who is managing the whole setup and schedule for annual holiday luncheon. Thank you!

[You're Name]

[Senders Title] -Optional-