

Letter to Announce Annual Holiday Luncheon for Employees

Date: January 11, 2022

Dear Employees,

We are writing this letter to personally invite all the employees of Zenith Technologies for the annual employee holiday luncheon for the year 2022 on February 5th, 2022.

On February 5th, 2022, the office will close at noon and after that all the staff members are request to gather at the conference hall where the luncheon party will be organized. The delightful meal for this year has been arranged by Divine Caterers and will also include some Halloween games that will be organized by Creative Events Ltd. All those who are interested in participating in these games are request to submit their names to Mr. Andrew Smith, HR Executive.

We are looking forward to your presence to make this event a memorable success. In case, someone will not be able to attend the event, place make sure that you inform the HR department about the same by Thursday.

Regards,

Jacob Black

Zenith Technologies

New York

Source : [Letter to Announce Annual Holiday Luncheon for Employees](#)