Instruction: This is a model letter. Adapt to fit your facts and circumstances.

To:All EmployeesFrom:ManagementSubject:Employee Christmas Discount

Date:

Happy Holidays!

In celebration of the season of mirth and good cheer, {Name} is offering a special Christmas discount to its employees. This discount will be effective for the entire month of December.

May you enjoy it in good health and in a giving heart.