*<Insert Company Details*

*Name*

*Address>*

*<insert date>*

*<insert employees name & address>*

*Dear <insert employee name>*

**RE: Christmas Function Letter to Employees**

As part of the festive season celebrations and to reward staff for their efforts over the past year the organisation welcomes you to the annual Christmas party.

While attending this function you are reminded that all attendees are required to abide by normal acceptable social and legal conventions and laws including applicable Company Policies.

This incudes your treatment of other staff and your behaviour in general, and while the organisation is supplying some alcoholic beverages it is your responsibility to ensure that you drink and drive responsibly and that you remain within legal limits.

We hope that you are able to enjoy the end of year celebrations and thank you for your contributions over the last year.

Yours sincerely

*<insert name and title, e.g. General Manager>*