

CHRISTMAS LETTER TO EMPLOYEES

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Introduction

Christmas is a festival of great delight and sharing. It's principally a Christian festival, however, many people who aren't Christians also enjoy celebrating Christmas. A Christmas greeting letter from an employer to his employee is a letter written to formally convey the season's greetings to somebody who is a junior.

A Christmas greeting letter is an very casual letter that wishes a person well, inquires about his welfare, about his family and their health. However, a Christmas letter to employees has to be slightly formal and polite and concise.

Christmas letter to employees Tips

Some tips to write a good Christmas letter to an employee:

- Christmas letters are always positive, expressing a good mood and attempting to make the receiver of the letter feel happy as well. A Christmas greetings letter also makes the reader feel inspired to spread the joy around. This goes for Christmas letters written in an official context as well.
- Christmas letters will not inquire too much into a person's personal matters, no matter how close the writer of the letter is to the receiver. Christmas letters are principally letters of greeting, and they stop a little after conveying the greeting.
- Lastly, a Christmas letter will never express any signs of regret, any mention of sadness. The most one can do is express condolences at something regretful that might have happened in the near past.

Sample Christmas letter to employees

From,

Date-

To,

Merry Christmas!

Here's wishing a happy, merry and fulfilling Christmas to you and your family! We at _____ are happy as always to have you as employee with us, and we hope this year has been a rewarding and gratifying experience for you.

We wish all the best for your future work and dreams and plans. Have a restful and relaxing Christmas holiday!

Regards,

XYZ [Name]

Christmas letter to employees Template

From,

Date-

To,

Merry Christmas!

We at _____ [mention name of company] formally wish you and your company a happy Christmas.

We hope you have had a rewarding year as a _____ [mention designation] here at _____
[mention name of company]. We hope you will have a peaceful and relaxed Christmas.

Regards,

_____ [Name and designation]

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