To,

All staff,

HR Department

Newro Company,

#21, Piccadilly,

London,

W1V 0BH

20th December 20XX

Subject: Christmas wishes to all the staff members

Dear All,

I hereby take this opportunity to wish one and all of the HR department of our company on the eve of Christmas. We have had a great year in terms of sales performance and profits. As a result of the good performance of the company the management has decided to give 10% as Christmas bonus to all its staff for their wonderful support and performance. The bonus amount will be credited to individual account along with salary this month.

Hope all of you will continue to do your best in future as well after coming back from Christmas vacation. Wishing all of you a very Happy Christmas once again and hope to have a mutually beneficial and rewarding relationship with all of you in the years to come.

Yours truly,

Gibson.

Head-HR Department.