Dear Employees,

We are pleased to announce that we will be having our company outing on December 2, 2010 to celebrate the pleasant performance that everyone did for the past year. This also serves as the company’s celebration of its recent expansion. This is to reward you, employees, for your hard work that made the company a top service provider in the industry.

As part of the activity, we are encouraging you to bring 2 members of the family as this also serves the company’s family event. Games, raffles, and other activities will fill the day. For the confirmation of your attendance, please approach your immediate supervisors.

Regards,

Anna Smith

Human Resource Manager

Antel Tech Services, Inc.