Thomas Taylor,

President,

Thomas and Co Inc,

New York-11701

June 06, 2011

To,

All Employees,

Thomas and Co Inc,

Dear Employees,

I with this letter would like to appreciate your performance throughout the year with your job in this company. This year really happy with the performance of all employees as only because of their performance today we could become one of the leading companies IT consultancy.

Taking into consideration such performance I have decided to give them remarkable incentives to all employees. Although such incentive is not in the terms of money, yet in the terms of time that they can spend with their family during this Christmas vacation.

I have decided to give 20 day holiday to all employees so that they can make this Christmas a remarkable one with their family and friends.

Wish you all Merry Christmas and Happy New Year.

Thank You,

Sincerely,

President