Mr. Evan Jameson

President

Amazing Vision Inc.

January 5, 2011

The Staff and Employees

Multi-media Department

Dear everyone,

Warm greetings this new year!

The company will be celebrating the tenth anniversary of the Multi-media department on January 15, 2011.  In this regard, I would like to announce to you that all staff and employees of the Multi-media department will be having a holiday on the said date.  Please attend the celebration dinner on January 14, 7:00PM at the company grounds to commemorate the anniversary.  We will be recognizing outstanding staff and employees of the department as a way of saying thanks for your excellent performance.

The department has contributed significantly to the continued success of the company.  After it was created, we were able to reach greater heights.  The staff and employees have worked to the best of their ability and we have numerous accomplishments to show for your efforts.

Congratulations and enjoy your well-deserved holiday!

Sincerely,

Mr. Evan Jameson