From,

Mr Jones,

General Manager,

The Mall,

London

To,

Staff People,

The Mall,

London

Dear people,

I, Mr Jones, general manager, am writing this letter to wish merry Christmas and Happy New Year to everyone. The staff people have worked exceedingly well for the entire year and the management is really pleased with the way things are progressing. The management hope that the staff of The Mall will shoulder the onus for the festive season rush and make every customer happy and satisfied. I, on behalf of the management, announce a three day festive fun event for the entire staff of The Mall. Every working person can enjoy the festive mood and turn the creative side in them by sketching out.

The management is also happy to announce that the festive season of Christmas is progressing in the way as it was desired. And for this reason, the management is thankful to every working person of The Mall. Wishing everyone good health and prosperity for the New Year,

Yours sincerely,

Mr Jones