Holiday Announcement Letter

Mr. Rajiv Dwivedi

President

AAA Store

Sainik Vihar, Pitampura, Delhi- 110034

December 16, 2011

To All Employees

AAA Store

Dear Employees,

Good day!

The company Board of Trustees is delighted to announce to all employees that there will be a holiday next Monday to celebrate the company's anniversary. We will be holding a special dinner on Friday to celebrate the anniversary so all employees can spend a long weekend holiday with their families. Let this be one of the company's small ways of showing our employees that we care for you. We know that the company would not have lasted twenty-five years if not for dedicated, hard-working, and very competitive employees that you all are. The company has reaped many successes in its many years of existence because everyone has contributed their time and best efforts in their job.

We hope you spend your holiday in an enjoyable way!

Sincerely,

Mr. Rajiv Dwivedi.-----