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To: All Staff  
From: The Boss  
Date: A Week Before The Christmas Party

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Hi Team,

Looking forward to the Christmas Party next week.  
It's a great opportunity to get together and celebrate all that was 2017.

Here's some important details about the event -

### **The Event**

We've booked a lovely venue overlooking the harbour, and we have a live band from 6pm. Dinner is a buffet, and we've catered for all the different food requirements you replied in your survey. There will be wine, beer, and soft drinks.

### Transport

There will be a bus from the office at 3pm, and returning from the venue at 9.00pm. The bus will also go via the two main train stations. If you need further support with transport, contact Bob (who's team has organised the party for us), who will be both at the event and available via mobile on +61 12 345 678.

**Safety** A work function has all the same expectations as work, so safety is, as always, our big priority. Enjoy yourself, but behave in a way you'll be comfortable with tomorrow. Be responsible for yourself, and look after each other. Celebrating and relaxing is great. Putting yourself or others in danger, is not great.

Looking forward to seeing you This party is our opportunity to say Thank You to all of you for a great year, and it has been a very big year! The exec team and I are looking forward to hosting you, and we look forward to seeing everyone there. Please don't hesitate to come and make yourself known anytime. Otherwise, I might even see you on the dance floor!

With warm regards,

The Boss

*Bernice fakeington*