

Cancellation of Holiday Office Party

Dear [Team/Colleagues],

I hope this message finds you well. I am writing to inform you that due to [reason for cancellation], we have decided to cancel the upcoming holiday office party scheduled for [date].

We understand that many of you were looking forward to this event, and we sincerely apologize for any inconvenience this may cause.

Thank you for your understanding.

Best regards,
[Your Name]
[Your Position]
[Company Name]