

Holiday Gift Exchange Invitation!

Dear Team,

As the holiday season approaches, we are excited to announce our annual Holiday Gift Exchange! This is a wonderful opportunity for us to spread joy and good cheer within our office community.

Details:

- **Date:** December 15, 2023
- **Time:** 3:00 PM - 5:00 PM
- **Location:** Conference Room A
- **Gift Limit:** \$20

Please sign up by December 1st if you would like to participate. Sign-up sheets will be available at the front desk.

Let's make this holiday season a memorable one by sharing gifts and good company!

Happy Holidays!

Warm wishes,

The Organizing Committee