

## **doc-6\_internal-memo-holiday-party**

To all team members,

Mark your calendars — our annual company holiday celebration is scheduled for Friday, December 15th, starting at 6:00 PM in the main atrium of HQ. This year's event will feature:

- A white elephant gift exchange (limit \$25)
- Catered buffet from Mario's Trattoria
- An open bar with seasonal cocktails
- Live jazz from the Blue Note Trio

Significant others, roommates, and family are all welcome. Please RSVP via the internal portal by December 5th so we can finalize the catering headcount.

Looking forward to seeing everyone there!