

To : **All Team Members**

From : **Angela Monette T. Natividad**
Vice President for Operations

Re : Annual Christmas get-together

Date : November 21, 2023

This is to inform everyone that we have decided to keep Christmas simple this year and we are stripping back on having a lavish Christmas party to save on cost. However, to let everyone know how much you are appreciated we are going to have a simple meal together as a team on December 5, 2023, and gift certificates and/or a bag of rice will be distributed to Team Members by the HRD and Team Leaders.

Let us continue to be grateful and hopeful for a better year ahead.

Have a simple and wonderful holiday season.