[Company Name]  
[Address]  
[Contact]  
[Website]

Dear [NAME],

Hope you have been enjoying your holidays well. This letter has been written to you regarding the announcement of our upcoming meeting after the holidays. The company had scheduled a meeting on 22nd December but due to some technical reasons and Christmas, it was postponed. So, HR decided to keep it after the holidays.

First, you will also be notified through a written document and no changes in its date will be made now. Secondly, we are much obliged to you for providing us continuous assistance and new ideas to pave the company’s way to success. This meeting is scheduled regarding the deal of ABC Company with XYZ Company which will be in great favor for both of us and you all will be benefitted through it also. This meeting will also be beneficial in providing productive and fruitful ways to our company.

The meeting will be held on the 2nd Floor of Eden building Valley Streams, New York. ABC Company is already so much obliged to all its employees to remain available in each difficult situation and hopes that you will do the same in future too. In case of any queries or questions you can ask freely regarding the meeting, I will respond to you all. Waiting to see you all after the holidays! Thank you.

Regards,

Katherine