Dear Staff:

We will be doing a secret Santa this year from November 7th until (whenever the Christmas Party is…insert date here)

Secret Santas will gift their designated staff person one small gift a week (any day, Monday to Friday). Gifts should not exceed $10. You can either use your ninja skills and leave the gift at your person’s work station, or leave your gift with me and I will make sure it is delivered for you.

This is supposed to be fun, so sign up if you are committed to participating the whole length of time. At the Christmas Party, staff will have an opportunity to try to guess who their secret Santa is.

If you are interested, please sign up through me. Names will be drawn on Friday November 4th and the gift giving will begin the week of November 7th.

Sincerely,

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