
MEMO





To: all staff


From: the Managing Director


RE: Lavender Sweep Ltd Office Christmas Party 2007

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Staff

Another year rolls by and despite the abysmal performance of Lavender Sweep Ltd (the sales team have a lot to answer for), it is my duty to provide you with some frivolity before we draw the curtain on what I hope will be the worse year that Lavender Sweep Ltd has had to suffer.

After the deplorable antics of some members of staff last year (Clir in Training, Jonathan in Marketing and Joy in Admin - know that I will be watching you, and the photocopier) I am loathe to be responsible for another one, however seasonal merriment and to stop anyone else calling me 'scrooge', *Lavender Sweep Ltd will be having its Office Christmas Party on:*

Saturday 8th December starting at 6pm

As the dwindling cash flow of the company is being used to pay for this frivolity, I expect all staff members to attend, note that that includes Kim from Business Development who may think that "these company events are just an excuse for the MD to get a bit tipsy and feel up the secretaries" but it is not an reason for absence.

As a result of the poor performance by the sales team (do not even consider that you might get a bonus this year, I may indeed be coming to you to take some of last years back again Tyler!), the company cannot afford some fancy venue so we will be having the party in the office – you all know where that is – though Robin in Finance – I have noticed on how many Mondays you seem to forget.

I will be providing a limited amount of refreshments for the party, you may bring more if you require it (Lewis, we respect your technical abilities, but there is no need to show how clever the IT department are by building a still out of old bits of computer like last year – I still get a waft of warm gin every time I send another redundancy letter to print)

Though the party is at the weekend, I do not expect you to make any particular effort, normal work clothes will suffice (but if Alice in Events wants to wear that little 'Santa's helper' outfit, I might be able to arrange another 'special bonus')

The MD.