

"Etiquette is not some rigid code of rules. It's simply how people's live touch one another." - Emily Post



**Greetings!**

We hope this newsletter finds you and yours well and excited to enjoy the holidays this season! In this newsletter you'll find Holiday etiquette for managing your gatherings and hosting well throughout the season, as well as advice on thank-you notes - 'tis the season, our latest podcast episode and a business training end of the year sale. In the spirit of gratitude and thanksgiving we wish you and your family well.

Enjoy!

**ETIQUETTE TODAY**

**HOLIDAY ETIQUETTE**

Holiday entertaining can not only be a tradition that we value but a heck of a lot of planning and organizing during one of the most hectic times of year. To keep holiday entertaining in your love (not loathe) category, here are some tips for getting the holidays off to a good start!

- Get invitations out early. People's calendars fill up fast, so plan your holiday party guest list and send out your invitations four to six weeks before your party.
- Decorate early. There are always a zillion little tasks that need to happen the day of your party—and usually the day before it, too. If your house is decorated early, you'll have less stress—and more time to enjoy the decorations.
- If you are planning to hire a caterer or order special foods, do it early. This is the busiest time for all businesses, and you want to be on their calendar first.
- If not all your guests are vaccinated be confident in stating your household standards and expectations. "We're asking any unvaccinated guests to please wear a mask indoors and practice social distancing, our kids - who are unvaccinated - will be doing the same."

Remember when it comes to family holiday gatherings to try to take family traditions and family members' personal holiday favorites into consideration. If aunt June's mince meat pie is her *thing* at the holiday table, the more options and contributions the merrier is the attitude to strike.

For large family gatherings it's okay to ask family to contribute to the party. When you call or reach out to invite, let the family know you're going to be doing a group effort or a holiday pot luck this year and you're hoping they could bring one of the following. Always give your guests options when asking them to bring items for the meal and do your best not to micromanage - let them bring their own version of Brussels sprout, rather than sending them your favorite recipe - or if the Brussels sprout recipe is precious and a must-do, do that item yourself. "Julianna, I'm so glad you and Eliza can make it! Everyone's bringing a dish or something to meal, would you like to be on drinks, a side dish (we already have potatoes and the green beans covered) or a dessert?" It's also good to let guests know what will and won't be available in the kitchen. "The turkey is going to be in the oven, so we won't have room to cook anything at the house, but we can reheat anything once the ham is done."

You can view all our [Thanksgiving etiquette advice](#) at emilypost.com. With a gracious attitude and quick thinking any holiday event can be managed well and lead to a wonderful happy holiday party. Cheers!

**BUSINESS ETIQUETTE TRAINING - SPECIAL OFFER**

**Book a business etiquette training with The Emily Post Institute by the end of the year to receive a 10% discount**

Teach participants actionable strategies to develop strong, positive, and successful relationships. More than an list of seemingly random do's and don'ts, our programs focuses on teaching practical, useful skills empowering each employee to conduct themselves confidently in any business or business-social situation. Emily Post seminars can be tailored for your audience: new hires, internal teams, client-facing professionals, managers, high potentials, and C-suite executives.

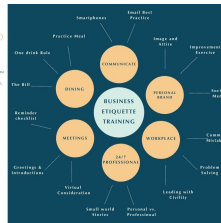


**CUSTOMIZED CONTENT**

Each workshop is tailored to address audience training or culture. In order to meet your specific business or professional goals, we offer customized content.

Topics include:

- HR & Compliance
- The Business Etiquette Matrix
- Core professional behaviors
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- Diversity
- AI & Technology



Contact Renée DeBell at [seminars@emilypost.com](mailto:seminars@emilypost.com) for details [Learn more at emilypost.com](#)

**ETIQUETTE TRADITIONS**



Thank-you card available in the Emily Post Garden Collection by Isa Salazar. Click image to view and purchase from the collection.

**THANK-YOU NOTES**

Giving thanks shouldn't be a chore—and doesn't have to be if you make the effort to keep it interesting. This is a brief note, about three to five sentences, meant to express what you're grateful for. Be sure to say what you mean directly.

*Use a salutation.*

- Formal/Professional use "Dear {{title}} {{last\_name}},
- Professional – Dear {{first\_name}} {{last\_name}},
- Close Professional/Social – Dear {{first\_name}},
- Social – Dearest {{first\_name}},
- Good friend – First name, Nickname, or Initials

*First sentence* – Thank them explicitly for the specific gift or act for which you are writing the letter.

- I am so thankful/grateful for...
- I want to say how much I appreciated...

- I am writing this note to acknowledge...
- I want you to know how much I value...

**Second Sentence** – Personalize the note with an original thought about the things you are thanking for, the effort or thought behind it, what it means to you and the relationship.

**Third sentence (optional)** – Pull the focus back and think about the future. Suggest future actions or direction or develop the thought from sentence two.

**Fourth sentence** – repeat the thanks or offer a concluding thought.

- Use a closing, Formal/Professional/Social – Sincerely
- Professional/Social – Best regards, Regards, All the best, Best, Respectfully yours, Cordially
- Social/Personal – Yours truly, Warmly, Affectionately yours, With great affection, With love, etc.



### GREETING CARDS & MORE!

We have been pleased as punch with our Emily Post Garden Collection line by Isa Salazar. Isa's beautiful botanical watercolors are inspired by Emily's garden in Edgartown, Massachusetts. Our line is filled with greeting cards (both blank and for specific occasions) as well as place cards and gift tags perfect for dinner parties and celebrations. For every season of the year you can have the perfect card, tag or place card at the ready by ordering today! Visit [ISASALAZAR.COM](http://ISASALAZAR.COM) to place your order.

### AWESOME ETIQUETTE PODCAST

Welcome to the Awesome Etiquette Podcast, where we explore modern etiquette through the lens of consideration, respect and honesty. [On this episode](#) we take your questions on choosing bridesmaids, email thread considerations, another version of a cash bar, and how to handle unnecessary comments when you're out and about. For [Awesome Etiquette Patreon](#) members your question of the week about tacky baby shower gifts. Plus your most excellent feedback, etiquette salute and a postscript on holiday cards.



Episode 375 - Card Season  
with Lizze Post and Daniel Post Senning



We are grateful for the opportunity to carry on Emily's legacy and we appreciate your support. From all of us at Emily Post, thank you and until next time, take care!

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