

# Annual Holiday Celebration Notification

Dear [Employee/Team Name],

We are pleased to announce our upcoming Annual Holiday Celebration! Join us for a festive gathering to celebrate the successes of the past year and to spread holiday cheer.

## Details of the Event:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

There will be food, drinks, and entertainment, so come ready to have fun! Please RSVP by [Insert RSVP Deadline] to ensure we have enough refreshments for everyone.

We look forward to celebrating the holidays with each of you!

Best regards,

[Your Name]

[Your Position]

[Company Name]