

Holiday Celebration Notice

Dear [Employee/Team/Department],

We are excited to announce that we will be holding a holiday celebration on [date] at [time]. This year, we will gather at [location] to celebrate the festive season together.

Join us for an evening filled with fun, food, and festivities. There will be activities planned, and we encourage everyone to bring their holiday spirit!

Please RSVP by [RSVP date] so we can make appropriate arrangements.

Looking forward to celebrating together!

Best regards,

[Your Name]

[Your Position]

[Company/Organization Name]