

Reminder: Spring Company Social Event

Dear [Team/Employee Name],

This is a friendly reminder about our upcoming Spring Company Social happening on [Date] at [Time]. Join us for a fun-filled evening of networking and celebration!

Location: [Venue/Address]

Please RSVP by [RSVP Date] to ensure we have an accurate headcount.

We look forward to seeing you there!

Best regards,

[Your Name]

[Your Position]

[Company Name]