

# Spring Workplace Get-Together

Dear [Colleague's Name],

We are excited to invite you to our Spring Workplace Get-Together!

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location]

Please let us know if you will be able to attend by responding to this RSVP by [Insert RSVP Deadline].

Looking forward to celebrating spring together!

Best regards,

[Your Name]

[Your Position]

**RSVP:** [Insert Contact Information]