

Reminder: Employee Appreciation Day

Dear Team,

This is a friendly reminder that our Employee Appreciation Day is just around the corner! Join us on **[Date]** at **[Time]** in **[Location]** as we celebrate all of your hard work and dedication.

We have planned a variety of fun activities, food, and prizes to show our appreciation for each and every one of you. Your efforts contribute to our success, and we want to take this opportunity to say thank you!

Please make sure to RSVP by **[RSVP Date]** so we can plan accordingly.

Looking forward to celebrating together!

Best regards,
[Your Name]
[Your Title]