

You're Invited to Our Employee Appreciation Dinner!

Dear [Employee's Name],

We are excited to invite you to our annual Employee Appreciation Dinner on [Date] at [Time]. The event will be held at [Location]. This is a wonderful opportunity for us to express our gratitude for your hard work and dedication.

Please let us know if you will be able to attend by responding to this RSVP by [RSVP Deadline]. Your presence is greatly appreciated.

Options:

- Yes, I will attend
- No, I will not attend

We look forward to celebrating with you!

Best regards,
[Your Name]
[Your Position]
[Company Name]