

# You're Invited!

Dear [Employee's Name],

As the year comes to a close, we would like to celebrate our achievements and express our gratitude for your hard work and dedication. Join us for our Annual End-of-Year Party!

## Details of the Event:

- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Venue:** [Venue Name and Address]

Come enjoy an evening of food, drinks, and festivities with your colleagues!

Please RSVP by [RSVP Date] to [RSVP Email/Phone].

Looking forward to celebrating together!

Best Regards,

[Your Name]  
[Your Job Title]  
[Company Name]