

# You're Invited to Our Departmental Celebration!

Dear Team,

We are excited to announce a departmental celebration to recognize our hard work and accomplishments over the past year!

## Celebration Details:

- **Date:** Friday, October 27, 2023
- **Time:** 3:00 PM - 6:00 PM
- **Location:** Conference Room B
- **Theme:** Autumn Festivity

Please join us for an afternoon of food, fun, and festivities. There will be games, prizes, and an opportunity to relax and connect with your colleagues.

Kindly RSVP by October 20, 2023, to ensure we have adequate arrangements.

We look forward to celebrating together!

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