

RSVP Request for Internal Networking Event

Dear [Employee/Team Name],

We are excited to invite you to our upcoming internal networking event, scheduled for [Date] at [Time]. This event will provide a great opportunity to connect with colleagues, share ideas, and foster collaboration across departments.

Please confirm your attendance by responding to this email by [RSVP Deadline]. Your participation is important to us as we aim to build a stronger community within our organization.

We look forward to your response!

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]