

You're Invited!

Dear [Employee Name],

We are excited to invite you to our Annual Employee Recognition Awards Ceremony! Join us in celebrating the achievements and hard work of our dedicated team members.

Date: [Date of Event]

Time: [Time of Event]

Location: [Venue/Location]

We hope to see you there to honor those who have gone above and beyond in their roles. Let's celebrate excellence together!

Please RSVP by [RSVP Date].

Best regards,

[Your Name]

[Your Position]

[Company Name]