

You're Invited!

Dear [Staff Name],

We are excited to invite you to our Staff Welcome Event!

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

This is a wonderful opportunity to meet your colleagues, enjoy some refreshments, and learn more about our team culture.

Please RSVP by [Insert RSVP Date] to [Insert RSVP Email/Link].

We look forward to seeing you there!

Best regards,

[Your Name]

[Your Position]