

You're Invited to Our Annual Awards Night!

Dear [Employee's Name],

We are excited to invite you to our Annual Awards Night, where we will celebrate the outstanding achievements of our team.

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Venue]

Please join us for an evening filled with recognition, dinner, and entertainment. Your hard work and dedication deserve to be celebrated!

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

We look forward to celebrating with you!

Sincerely,

[Your Name]

[Your Title]

[Company Name]