

# You're Invited!

Dear [Employee's Name],

We are pleased to invite you to our Company Recognition Reception to honor the outstanding achievements of our team members.

## Event Details:

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Venue/Address]

This event is an opportunity for us to come together and celebrate the hard work and dedication of our colleagues. Enjoy refreshments, networking, and a special awards ceremony.

Kindly RSVP by [Insert RSVP Date] to [Insert Contact Information].

We look forward to celebrating with you!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]