

You're Invited!

Dear [Employee Name],

We are excited to invite you to our upcoming Employee Honors Event, a celebration dedicated to recognizing the outstanding contributions of our team members.

Date: [Date]

Time: [Time]

Location: [Venue/Address]

Please join us as we celebrate your achievements and those of your colleagues. There will be awards, refreshments, and an opportunity to connect with fellow team members.

Kindly RSVP by [RSVP Date] to confirm your attendance.

We look forward to celebrating together!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]