

You're Invited!

Dear Team,

We are excited to invite you to our annual Staff Appreciation Gathering! This event is a special occasion to celebrate your hard work and dedication throughout the year.

Date: Friday, March 10, 2024

Time: 6:00 PM - 9:00 PM

Location: Community Hall, 123 Main Street, Your City

Join us for an evening filled with food, fun, and recognition of your outstanding contributions.

Please RSVP by March 1, 2024, to ensure we have a proper headcount.

We look forward to celebrating with you!

Best regards,

[Your Name]

[Your Title]

[Your Company]