

You're Invited!

Dear [Employee's Name],

We are excited to invite you to our annual Workplace Awards and Recognition Program, honoring the outstanding contributions of our team members.

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Venue]

Join us for an evening filled with celebration and appreciation as we recognize the hard work and dedication of our colleagues. Your presence will make this event even more special!

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

We look forward to celebrating together!

Best Regards,

[Your Name]

[Your Job Title]

[Your Company Name]