

You're Invited to Our Holiday Office Party!

Dear Team,

We are excited to invite you to our annual Holiday Office Party! Below are the details:

Location:

Grand Banquet Hall

123 Celebration Avenue

Cityville, ST 12345

Date and Time:

Friday, December 15, 2023

6:00 PM - 10:00 PM

Directions:

The Grand Banquet Hall is located off the Main Street exit. For those driving, ample parking is available in the lot behind the building.

RSVP:

Please confirm your attendance by December 1, 2023.

Looking forward to celebrating with everyone!

Best Regards,

The Event Planning Committee