

Reminder: Holiday Office Party

Dear [Team/Employee's Name],

This is a friendly reminder about our upcoming Holiday Office Party!

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

We look forward to celebrating the season together with food, fun, and festivities. Don't forget to bring your holiday spirit!

Please RSVP by [RSVP Date] if you haven't already.

Happy holidays!

Best regards,
[Your Name]
[Your Position]