

# RSVP Confirmation for Holiday Office Party

Dear [Recipient's Name],

Thank you for your RSVP! We are pleased to confirm your attendance at the Holiday Office Party on [Date] at [Time]. The event will be held at [Venue/Location].

We are looking forward to celebrating the season together with good food, music, and great company. Please let us know if you have any dietary restrictions or special requirements.

Warm regards,  
[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]