

Staff Recognition Event Announcement

Dear Team,

We are excited to announce our upcoming Staff Recognition Event, designed to celebrate the hard work and dedication of our amazing team.

Date: Friday, March 15, 2024

Time: 3:00 PM - 5:00 PM

Location: Conference Room A

Join us for an afternoon of appreciation, awards, and refreshments. We will recognize our outstanding employees and their contributions over the past year.

Please RSVP by March 1, 2024, to ensure we have enough refreshments for everyone.

We look forward to celebrating together!

Best Regards,

[Your Name]

[Your Position]