

You're Invited!

Dear Team,

We are excited to announce our upcoming Staff Thank You Event, to show our appreciation for your hard work and dedication.

Date: Friday, March 10, 2024

Time: 6:00 PM - 9:00 PM

Location: The Grand Ballroom, City Center Hotel

Please join us for an evening of fun, food, and festivities as we celebrate our achievements together. Your contributions have made a significant impact, and we want to express our gratitude.

Kindly RSVP by March 1, 2024, to ensure we have an accurate headcount.

We look forward to celebrating with you!

Best regards,

[Your Name]

[Your Position]

[Your Company]