## Dear Team,

We are excited to announce our annual holiday celebration!

Date: December 15, 2023

**Time:** 6:00 PM - 10:00 PM

Location: Company Lounge

Join us for an evening filled with fun, food, and festivities as we celebrate the holiday season together. There will be games, music, and a special surprise!

Please RSVP by December 1, 2023, to ensure we have enough snacks and goodies for everyone.

We look forward to celebrating with all of you!

Warm wishes,

The Management Team