

Reminder: Staff Appreciation Gathering

Dear Team,

This is a friendly reminder about our upcoming Staff Appreciation Gathering scheduled for **[Date]** at **[Time]**, located at **[Venue]**.

We look forward to celebrating your hard work and dedication. Enjoy refreshments, activities, and great company!

Please RSVP by **[RSVP Date]** to ensure we have enough arrangements for everyone.

Thank you for all that you do!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]