

You're Invited to Our New Year Office Party!

Dear Team,

As we bid farewell to this year and welcome the New Year, we would like to invite you to our annual New Year Office Party!

Date: January 15, 2024

Time: 6:00 PM - 10:00 PM

Location: Conference Room A

Join us for an evening of fun, food, and festivities as we celebrate our achievements and look forward to the year ahead. Please RSVP by January 10, 2024.

We hope to see you all there!

Best regards,

[Your Name]

[Your Position]