

You're Invited to Our New Year Office Party!

Dear Team,

As we say goodbye to the old year and welcome the new one, we are excited to host a New Year Office Party!

Date: January 10, 2024

Time: 5:00 PM - 8:00 PM

Location: Main Conference Room

In the spirit of celebration, we would love for everyone to contribute to the evening's festivities by bringing a dish for our potluck. Please let us know what you plan to bring!

Join us for an evening filled with food, fun, and festivities as we kickstart the new year together!

Best,

[Your Name]

[Your Position]