

You're Invited to Our New Year Office Party!

Dear Team,

As we say goodbye to the old year and welcome in the new, we would like to invite you to our virtual New Year Office Party!

Date: January 5, 2024

Time: 5:00 PM - 7:00 PM (Your Local Time)

Location: Zoom (Link will be provided closer to the date)

Join us for an evening of fun, games, and some special surprises as we celebrate our accomplishments and look forward to the challenges and successes of the new year.

Please RSVP by December 20, 2023, so we can prepare a special gift for you!

Wishing you a joyful holiday season!

Warm regards,

[Your Name]
[Your Job Title]
[Company Name]