

# You're Invited to Our New Year Office Party!

Dear Team,

We are excited to announce our annual New Year Office Party! Join us as we celebrate new beginnings and reflect on the past year.

**Date:** January 10, 2024

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

**Location:** Conference Room A

Food, drinks, and fun activities will be provided. Come ready to celebrate and connect with your colleagues!

Please RSVP by January 3, 2024, to ensure we have enough food and seating.

RSVP to [events@company.com](mailto:events@company.com).

Looking forward to celebrating with you!

Best,

The Events Team