

You're Invited to Our New Year Office Party!

Dear Team,

As we bid farewell to the past year and welcome the new one, we are excited to announce our annual New Year Office Party!

Theme: A Night Under the Stars

Join us for an evening filled with festivities, laughter, and great company.

Date: January 15, 2024

Time: 6:00 PM - 10:00 PM

Venue: The Grand Hall, 123 Celebration Ave, City

Please come dressed in your best starry attire, and get ready for a night of delicious food, fun games, and dance!

Kindly RSVP by January 10, 2024, to ensure your spot.

Let's make this a night to remember!

Best,

[Your Name]

[Your Position]