

You're Invited to Our Annual Winter Party!

Dear [Employee Name],

We are excited to invite you to our Annual Winter Party to celebrate the season and our achievements together.

Date: [Date]

Time: [Start Time] - [End Time]

Location: [Venue Name & Address]

Join us for an evening of festive fun, delicious food, and great company!

Please RSVP by [RSVP Date] to [Contact Person/Email].

We look forward to celebrating with you!

Best Regards,

[Your Company Name]