

You're Invited to a Surprise Party!

Dear Team,

We are excited to invite you to a surprise party in honor of our amazing colleague, [**Colleague's Name**]. Join us as we celebrate their hard work and dedication.

Date: [Date of the Party]

Time: [Start Time] - [End Time]

Location: [Venue/Location]

Please keep this event a secret and do not mention it to [**Colleague's Name**].

RSVP by [RSVP Date] to [Your Name/Contact Information].

Let's make this a memorable event!

Best regards,
[Your Name]
[Your Position]