

You're Invited to Our Project Wrap-Up Party!

Dear Team,

We are thrilled to invite you to our Project Wrap-Up Party to celebrate the successful completion of our project! Here are the details:

Event Details:

- **Date:** Friday, November 10, 2023
- **Time:** 6:00 PM - 10:00 PM
- **Location:** Conference Room B, 123 Business Rd, Company Name
- **Themes:** Casual and Fun! Wear your favorite party outfit.

Agenda:

1. 6:00 PM - Welcome Drinks
2. 6:30 PM - Project Highlights & Recognition
3. 7:00 PM - Dinner & Dancing
4. 9:00 PM - Raffle Draw & Prizes

Please RSVP by November 1, 2023, to ensure we have an accurate headcount.

We hope to see you all there to celebrate our hard work together!

Best Regards,

The Project Management Team