

RSVP Acknowledgement

Dear [Recipient's Name],

Thank you for your response regarding the upcoming company gathering. We appreciate your prompt reply and are pleased to confirm your attendance.

Event Details:

- **Date:** [Event Date]
- **Time:** [Event Time]
- **Location:** [Event Location]

If you have any questions or need further assistance, please do not hesitate to reach out.

We look forward to seeing you there!

Best Regards,
[Your Name]
[Your Position]
[Company Name]