

Team Recognition Award Event Reminder

Dear Team,

We are excited to remind you about our upcoming Team Recognition Award event!

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Join us in celebrating the hard work and dedication of our team members who have gone above and beyond this year. There will be awards, refreshments, and a chance to connect with your colleagues.

Please RSVP by [Insert RSVP Date] to ensure we have enough seating and resources for everyone.

We look forward to celebrating with you!

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