

You're Invited!

Dear [Employee's Name],

We are excited to invite you to our Annual Employee Awards Ceremony!

Date: [Date]

Time: [Time]

Location: [Venue/Address]

This is a special occasion to honor the hard work and dedication of our outstanding employees. Join us for an evening of celebration, recognition, and camaraderie.

Dress Code: [Formal/Casual]

Please RSVP by [RSVP Date] to ensure your attendance.

We look forward to celebrating with you!

Sincerely,

[Your Name]

[Your Title]

[Company Name]