

You're Invited!

Dear [Employee's Name],

We are excited to invite you to our Annual Company Gathering!

Date: [Date]

Time: [Start Time] - [End Time]

Location: [Venue/Address]

This year, we will celebrate our achievements and share our vision for the future. There will be food, drinks, and entertainment. It's a great opportunity to connect with colleagues and unwind.

Please RSVP by [RSVP Date] to [Contact Information].

We look forward to seeing you there!

Best regards,

[Your Name]

[Your Position]

[Company Name]