

Departmental Appreciation Event Notification

Dear [Employee's Name],

We are pleased to announce our upcoming Departmental Appreciation Event, scheduled for [Date] at [Time]. This event is an opportunity to recognize and celebrate the hard work and dedication of our team members.

Location: [Venue/Conference Room]

Please join us for an evening of fun, food, and recognition. We look forward to celebrating our collective achievements and fostering a stronger team spirit.

Kindly RSVP by [RSVP Deadline] to ensure we make the necessary arrangements.

Thank you for your contributions to our department!

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