

You're Invited to Our Holiday Office Dinner!

Dear [Employee Name],

We are thrilled to invite you to our annual holiday office dinner at [Restaurant Name], an exquisite gourmet restaurant renowned for its exceptional cuisine.

Date: [Insert Date]

Time: [Insert Time]

Location: [Restaurant Address]

Please RSVP by [RSVP Date] to ensure we reserve your spot.

We look forward to celebrating with you!

Best Regards,

[Your Name]

[Your Position]

[Company Name]