

# You're Invited to Our Annual Holiday Party!

Dear Team,

We are excited to announce our Annual Holiday Party, which will be held on **Friday, December 15th, 2023**, at **6:00 PM**. Join us at the **Grand Ballroom, City Center Hotel** for an evening filled with fun, good food, and great company!

Please RSVP by **December 1st** to ensure we have enough space for everyone. You can reply to this email or sign up at the reception desk.

We look forward to celebrating the holiday season together!

Best regards,

**Your Company Name**  
Human Resources Department