

You're Invited to a Welcome Reception!

Dear [Employee's Name],

We are excited to welcome you to the team! To celebrate your arrival, we are hosting a New Hire Welcome Reception.

Date: [Date]

Time: [Start Time] - [End Time]

Location: [Venue/Address]

This will be a great opportunity for you to meet your colleagues, learn more about our company culture, and start building connections.

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

We look forward to seeing you there!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]