

You're Invited to Our Virtual Holiday Party!

Dear Team,

We are excited to announce our upcoming Virtual Holiday Party to celebrate the festive season together from the comfort of our homes!

Date: Friday, December 15, 2023

Time: 6:00 PM - 8:00 PM (EST)

Platform: Zoom (link will be sent closer to the date)

Please join us for an evening filled with fun games, great music, and holiday cheer. Feel free to dress in your favorite festive attire!

Don't forget to bring your favorite holiday drink and a snack to enjoy during the party!

We look forward to celebrating together!

Happy Holidays!

Best,

[Your Name]

[Your Position]

[Company Name]