

[Your Company Letterhead]

[Date]

Dear Team,

We are excited to invite you to our upcoming office event! Join us for an evening filled with fun, laughter, and great company. This is a wonderful opportunity to unwind, celebrate our achievements, and strengthen our team spirit.

****Event Details:****

****Date:**** [Insert Date]

****Time:**** [Insert Time]

****Location:**** [Insert Venue/Address]

We have planned a variety of activities, delicious food, and prizes to make the evening memorable. Your presence would mean a lot to us, as it's a chance to enjoy each other's company outside of our usual work environment.

Please RSVP by [Insert Deadline] so we can make appropriate arrangements. Looking forward to seeing you all there!

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]