

Sample letter

Dear Staff,

We are happy to invite you to the end of year gala party on the 27th of December at the Ritz Carlton hotel. Seating starts at 7 pm.

This event is dedicated only to staff so we apologize for the inability to accommodate family members.

Team leads please be prepared to throw a two minutes speech on behalf of your team.

Looking forward to seeing all there.

Best Regards

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