**Format for Invitation Letter for Annual Staff Party**

From:

Adarsh Swami

Human Resource Manager

Fullerton Software Ltd.

New Delhi

Date: 18.06.2018

To:

Mr. Rakesh Gupta

Deputy Marketing Manager

Fullerton Software Ltd.

New Delhi

Dear Mr. Gupta,

I am writing this personal invitation letter to you to formally invite you to the Annual Company’s Employees Dinner Meet which has been scheduled on 25th june, 2018, Saturday at Hotel Radisson Blu from 8.00 pm to 11 p.m.

As you must be aware that the Company organizes every year a dinner meet for all the employees of the company. This event is attended by employees along with the Board of Directors and Management. The meeting starts with the Director addressing the employees and applauding them for their good work followed by drinks and dinner. This is indeed a wonderful opportunity for all the employees to meet their Management and Board of Directors in a setting other than work and enjoy a great time interacting with them and sharing their experiences with everyone.

The dress code for the event is formal as it is an organizational get-together. Also make sure that you carry Company’s Ids along.

We will be happy to have you at this party. Just in case, if you are unable to attend this event then please make sure that you inform about your absence to Mr. Ram Banerji by emailing him at ram@fullerton.com.

Warm Regards,

Adarsh Swami
Human Resource Manager
Fullerton Software Ltd.