**Sample for Company’s Annual Dinner Invitation Email to Staff**

Date: 18.05.18

Dear Staff Members,

Greetings!!!

Congratulations on successfully completing another financial year. It is because of the hard work and dedication of all our employees that we could manage to complete all our projects within the designated time bars and also start with various new projects which will take our organization to new heights.

At, K. P. Technologies, we consider our staff as our family and that’s why every year, we organize an Annual Gala Dinner for all our staff members along with their families as a time of celebration. All of you come with our families and enjoy this annual dinner with your colleagues, seniors, juniors and the Management. This is a way of connecting with our staff on a personal level and also have their families introduced to each other.

Please consider this email a formal invitation extended to you and to your family for Annual Gala Dinner 2018. Here are the details of the same:

Date: 26th May, 2018

Venue: K.P. Technologies Head Office

Timings: 8.00 p.m. onwards

We would be waiting to welcome you all with your families and enjoy this event like a big family. Let us take a break from work and spend some quality time with each other.

Regards,

Anirudh Sharma

General Manager

K. P. Technologies