**Employee get together invitation letter**

Employee get together is an official meeting which can be held monthly, quarterly, half yearly or annually depending on the company’s requirement. Employee get together is held either for the whole company or for a particular department. An Invitation Letter for get together is an official letter drafted by a company or the concerned department to let the staff members know that they are invited to the gathering.

We are mentioning some tips and a sample for the same to guide you how to write official get together letter to an employee.

**Tips to write Employee get together invitation letter**

Here, we are trying to explain some simple writing instructions to make your get together letter look formal and effective.

* As it is a formal letter, so always write it on the letter head of the company.
* Should be drafted in a standard format as followed by the organization.
* The message should be short and precise. Hence, avoid including irrelevant information so that it does not divert from the main topic.
* Don’t forget to write a subject line. Subject line briefly describes the general idea of letter at the first glance.
* Clearly mention the date, venue and timing of the meeting. So it will make everyone aware about when and where the event is going to happen.
* Make sure you mention the reason of the meeting and who all from top management are expected to attend the gathering so that staff members come prepared.
* Always mention the dos and don’ts of the meeting in a professional and sober manner.
* Close the letter formally.

**Sample of Employee get together invitation letter**

Below is a sample of employee get together letter issued by or on behalf of the company to its employee for a quarterly meeting.

To

The Employee

Apollo Management

Solow Building

Ney York

United States

Date: 30th April 2014

Subject: Employees quarterly get together on 17th May 2014

Dear Employees,

This is a personal invitation to you for the quarterly employee meeting which will be held on 17th May 2014, Saturday at Hotel Mount from 7 P.M. to 10 P.M.

The agenda of the meeting is to discuss the success and development of the company in the last quarter and to appreciate the employee contribution. The top management team and board of directors of the company will be our guest of honor and will convey their gratitude for the contribution in the growth of the company. So, this event will be a great opportunity for you to get acquainted with the business leaders.

This is an official party so you are requested to come in formals and maintain the ethics in the party. You are allowed to bring one family member (but not kids), so that they would also be aware of the growth of your company and your contribution to it.

You are request to please confirm your visit in advance to Mr. Thomas. You can contact him on 9999-999999 or you can also confirm your visit via mail at [hrthomas@apollomanagement.com](mailto:hrthomas@apollomanagement.com).

We are looking forward for your presence in the get together to make it a great event.

Regards

Nancy Mathew

Management Team

Apollo Management