**Subject Line:** We cordially invite you to [event name]

**Body:**

Hi [Name]

It is that time of the year again when we have our [name of the event].

It is a day where we [describe your event in about two lines].

You have become a valued part of our company, we would love it if you’re able to come, but we understand if you can’t.

Please click this invitation link [insert link] and RSVP yes or no.

Thank you,

[Your signature]