Hi (Recipient's name),  
So, we've dismantled the stands, and everyone has left the hall. It's time to reflect on a job well done. All of us at (company name) want to say thank you for your hard work.  
The success of the event is all down to the hard work and dedication of our team. You played a crucial role in that, so than you.  
You deserve some time to relax and unwind. But don't get too comfortable; we're starting to plan the next event!  
Many thanks  
(Your name)