Company event invitation email

Send it three to four weeks before a party or outing, two weeks before a town hall, with a calendar invite. Follow with a reminder two or three days before and a short message on the day.

OFFICE PARTY

Subject: You're invited: [Event Name], [Event Date]

Hi everyone,

We're celebrating [occasion, e.g. the end of a big year] and you're invited!

[Event Name]
[Event Date], [Start Time] to [End Time]
[Venue Name], [Address] ([parking or transit note])

There'll be [food, e.g. dinner and drinks, with vegetarian, vegan and gluten-free options], [activity, e.g. music and a photo booth]. [Plus-ones are welcome / This one is for employees only.]

Please RSVP by [RSVP Date] so we can confirm numbers: [RSVP Link]. Let us know there about any dietary needs or accessibility requirements.

Attendance is optional, and we hope you can make it.

[Your Name]
[Title], [Company]

TEAM OUTING

Subject: Team outing on [Event Date]: [Activity]

Hi [Team Name],

We're taking an afternoon off together on [Event Date] for [Activity] at [Venue Name].

- When: [Start Time] to [End Time], during work hours
- Where: [Address]; we'll [meet at the office at [Time] / meet there]
- What to wear: [dress note, e.g. comfortable shoes, it's outdoors]
- Food: [lunch / snacks] provided

If the activity doesn't work for you for any reason, let me know privately. We can adapt it or find you a different way to join.

Please reply by [RSVP Date].

[Your Name]

TOWN HALL

Subject: Town hall on [Event Date]: [Main Topic]

Hi everyone,

Our next town hall is on [Event Date] at [Start Time] ([Time Zone]), for [Duration].

Join in person at [Location] or online: [Video Link]

We'll cover:
- [Topic 1, e.g. results for the quarter]
- [Topic 2, e.g. the new site opening in [City]]
- Open Q&A with [Leader Name]

Submit questions in advance, anonymously if you like: [Question Link]

A recording will be posted afterwards for anyone on shift.

[Your Name]
[Title], [Company]

MULTI-SHIFT SITE EVENT

Subject: [Site Name] celebration: pick your time

Hi [Site Name] team,

We're celebrating [occasion] with food and prizes, and we want every shift there.

- Day shift: [Date], [Time], [Location]
- Swing shift: [Date], [Time], [Location]
- Night shift: [Date], [Time], [Location]

Come during your break or right before or after your shift. [It's paid time if you're scheduled / Your supervisor will rotate breaks so everyone gets a turn.]

See you there!

[Your Name]
[Site Name] Leadership Team

SUBJECT LINE IDEAS

• You're invited: [Event Name], [Event Date]

• Save the date: [Event Name] on [Event Date]

- Team outing on [Event Date]: [Activity]
- Town hall on [Event Date]: [Main Topic]
- [Site Name] celebration: pick your time
- RSVP by [RSVP Date]: [Event Name]
- Reminder: [Event Name] is this [Day]

SMS / WHATSAPP VERSION

Hi [First Name], you're invited to [Event Name] on [Event Date] at [Start Time], [Venue Name]. Food and drinks provided. RSVP by [RSVP Date]: [RSVP Link] - [Company]

Placeholders to replace: [First Name], [Event Name], [Event Date], [Start Time], [End Time], [Time Zone], [Venue Name], [Address], [Activity], [RSVP Date], [RSVP Link], [Video Link], [Question Link], [Main Topic], [Leader Name], [Site Name], [Team Name], [Your Name], [Title], [Company]