**Employee get together invitation letter**

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

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

Regards

Nancy Mathew

Management Team

Apollo Management