

Date: [Insert Date]

To:  
[Team/Department Name]

Subject: Invitation to [Colleague's Name]'s Birthday Celebration!

Dear Team,

I am delighted to invite you all to join us in celebrating **[Colleague's Name]**'s birthday! Let's take this opportunity to have some fun together, strengthen our team spirit, and make [Colleague's Name]'s day truly special.

**Event Details:**

**Date:** [Insert Date]

**Time:** [Insert Time]

**Venue:** [Insert Venue/Location]

There will be snacks, cake, games, and plenty of good cheer. Your presence will make the celebration even more memorable! We kindly request everyone to join us as we wish [Colleague's Name] a wonderful year ahead.

Please RSVP by [Insert RSVP Date] so we can make the necessary arrangements.

Looking forward to celebrating together!

Best regards,  
[Your Name]  
[Your Designation]