

Date: [Insert Date]

To: All Team Members

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

Dear Team,

We are excited to announce that we will be celebrating **[Colleague's Name]**'s birthday and would love for you all to join in making this special day a memorable one! This is a wonderful opportunity for us to come together, enjoy some refreshments, and strengthen the bond within our team.

Event Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location/Meeting Room]
- **Activities:** Cake, snacks, games, and more!

We encourage everyone to join us in celebrating and making **[Colleague's Name]** feel appreciated. Please RSVP by [Date] so we can make all the necessary arrangements.

If you have any questions or suggestions for the celebration, feel free to reach out to [Organizer's Name or HR Contact].

We look forward to celebrating and sharing this joyful occasion with all of you!

Best wishes,

[Your Name]

[Your Position/Department]