

Casual Memo Letter For Employees

To: All Team Members

From: Samantha Lee, HR Manager

Date: September 24, 2024

Subject: Let's Celebrate Our Quarterly Wins – Team Lunch This Friday!

Hello Everyone,

I hope this note finds you all in great spirits! As we wrap up another successful quarter, it's time to take a moment to celebrate our achievements and hard work.

Event Details:

- **Occasion:** Quarterly Celebration Lunch
- **Date:** September 29, 2024
- **Time:** 12:30 PM
- **Venue:** The Greenhouse Cafe, 123 Main St, Springfield
- **Special Notes:** Dress code is casual. Come ready to enjoy good food and great company!

This lunch is a small token of appreciation for all the dedication and effort everyone has put in over these past few months. It's also a perfect chance to unwind, mingle, and strengthen our team bond.

Please let me know by Wednesday, September 27, if you will be attending so we can make the necessary reservations.

Looking forward to celebrating with all of you!

Best regards,
Samantha Lee