

Dear Team,

We are thrilled to announce the official opening of our newest branch: **[Branch Name/Location]**!

This expansion is a testament to the hard work and dedication of our entire staff. To mark this milestone, we would like to invite you to an internal celebration event.

Event Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Specific Area/Address]
- **Agenda:** [Ribbon Cutting / Refreshments / Tours / Speeches]

Please join us for food, drinks, and the opportunity to tour the new facility. This is a moment for us to celebrate our growth together as a team.

Kindly RSVP by **[RSVP Date]** to **[Contact Name/Email]** for catering purposes.

Thank you for your continued commitment to our success. We look forward to seeing you there!

Best regards,

[Your Name/Management Team]
[Your Company Name]