

[Date]

Dear [Recipient Name],

Welcome to [Company/Organization Name]! We are thrilled to have you join our team.

To help you get settled and introduce you to your new colleagues, we would like to invite you to a casual Meet and Greet session. This will be a great opportunity for you to learn more about our culture and for us to get to know you better.

Event Details:

- **Date:** [Date of Event]
- **Time:** [Time]
- **Location:** [Meeting Room/Virtual Link/Address]
- **Refreshments:** [Provided/Not Provided]

Please let us know if you can attend by [RSVP Date]. If you have any dietary restrictions or special requirements, please inform us in your reply.

We look forward to seeing you there!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]