Date:

To,

**Mr. / Ms. / Dr. ………………..**

(Designation)

 **Invitation Letter for Annual Day celebration**

 **Of the Company Foundation**

Honorable Sir,

It is our immense pleasure to invite you on the occasion of celebration of our foundation day, which is on …………., 2015. ………………….(Company) has completed its ……… year in the Industry.

This day, we are celebrating on ………………….(date, month & year) @ Sohna Westin Resort and Spa (venue).

Enclosed the agenda of the same.

**Time** **Agenda**

|  |  |
| --- | --- |
| 11:00 AM | Will depart from Rohto Gurgaon office |
| 12:30 : 13:30 PM | Lunch break |
| 14:00 PM | Management speech |
| 14:20 – 15:30 PM | Session 1 – Corporate Study |
| 15:30 – 16:00 PM | Presentation (group leaders) |
| 16:00 – 16:15 PM | High Tea |
| 16:15 – 17:30 PM | Session 2 – Marketing Announcement  |
| 17:30 – 17:40 PM | Closing  |
| 19:00 – 21:30 PM | Snacks & Dinner Party |
| **Stay one night at the Hotel** |  |
| 07:00 – 08:30 AM | Cricket / Horse Riding / Spa / Dance / Cycle race etc. |
| 08:30 – 09:30 AM | King size Breakfast |
| 11:00 AM | Departure from Resort to Gurgaon Metro Station |

We hope, you will cherish those moments and our employees will get enlightenment by you.

Hope to see you soon!!