**Business Letter Memo Sample:**

To: All Staff

From: Human Resources Department

Date: (todays date)

Subject: Work Social

Aloha Everyone,

It has come to our attention that we needed to organise some fun after this long and busy season! After much debate, we have decided to organise a work party to help us all relax after closing this important deal/completing final orders/sorting the financial deficits (give details).

I hope everyone is in the mood to make a short stop to Hawaii as our theme for next month´s social is hula hoops and fire breathers!! Details below….

Date: (insert date)

Location: (insert location)

Dress code: (insert dress code)

Time: (insert time)

We hope all you islanders are up for a good night to lift our spirits and boost our work moral! Everyone is welcome, please follow the link below to RSVP so we can arrange food and drink according to numbers.

Hope to see you all there!

(insert invitation attachment/link)

Human Resources Department