Current Date

«AddressBlock»

Dear «Title» «Last\_Name»

Digital Solutions is hosting a company retreat. All company employees have been invited to attend a vacation in Orlando, FL. You are receiving recognition for your work in the «Department\_» department.

We feel that as a company, teamwork and cooperation are important characteristics of a healthy and cohesive working environment. It is our hope that all our employees feel comfortable around each other to work together and increase the company dynamic. A successful working environment requires all employees to be involved; we believe everyone is an asset.

If you have any questions please contact Nancy Wells, Chief Executive Officer, at 632-555-0123.

Sincerely

Nancy Wells

Chief Executive Officer

Member ID