Dear [Inviter’s Name]

There is nothing quite like the feeling of working with people that are more than faceless colleagues. These impromptu lunches give a change to know each other personally which adds more depth to office interactions. Thank you for the luncheon that we had the other day. In the cacophony of daily pressures, I did not know we worked with such interesting people. I feel good that we discussed office gossip and connected with people. Our colleagues are barely visible to us while at work even when we spent more time with them than our family. It was nice to know them up close and personal.

Much obliged for welcoming me to explain business and protocol with me over lunch. The meal got exquisite and extraordinary with each passing course. The entrée was amazing and the local wine was a great crescendo to finish the evening.

Thank you making it special and also discussing lateral opportunities for me at office. I thank you for being a mentor to me and always having my back. I hold in high regard and respect you for your professionalism. Mixing business with pleasure was a great way to broach the subject. Thank you for making it sound so much less stressful.

Thank You

[Guest’s Name]