

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Department]

Subject: Notice of Upcoming Workplace Event

Dear [Employee's Name],

We are excited to announce an upcoming workplace event that will take place on [Date] at [Time]. The event will be held at [Location/Platform].

Event Details:

- ****Event Name:**** [Event Name]
- ****Purpose:**** [Brief Description/Purpose of the Event]
- ****Activities:**** [List of Activities Planned]
- ****Dress Code:**** [If Applicable]

Please confirm your attendance by [RSVP Date] to ensure we make the necessary arrangements.

We look forward to seeing you there!

Best Regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Company Name]