

Proposal for an internal company event

Subject: Proposal for Internal Event: [Event Name]

Dear [Manager/Team Lead Name],

I propose hosting [Event Name] on [Date] at [Location] for our team/department. The event aims to [Purpose, e.g., improve team bonding, celebrate achievements, enhance employee engagement].

The proposed activities include [Team-building exercises, presentations, awards]. Estimated budget and resources are detailed in the attached document.

Approval from management is requested to proceed with planning and organizing this event. Your guidance and feedback are appreciated.

Best regards,

[Your Name]

[Position]

[Department/Organization Name]

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