

Announcement Letter for Upcoming Event

Subject: Upcoming Company Event

Dear Employees,

We are excited to announce that [Event Name] will be held on [Date] at [Location]. All employees are encouraged to participate and enjoy the event, which will include [Brief Description of Activities].

Please RSVP to [Email/Contact Person] by [RSVP Date].

Regards,

[Event Coordinator/HR]

[Company Name]

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