

You're Invited!

Dear [Employee's Name],

We are excited to invite you to the upcoming Employee Wellness Program Orientation!

Details of the Orientation:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Venue:** [Insert Venue]

This orientation will give you an overview of the wellness program, including activities, resources, and support available to help you enhance your well-being.

Please RSVP by [Insert RSVP Date] to confirm your attendance.

We look forward to seeing you there!

Best regards,
[Your Name]
[Your Job Title]
[Company Name]