

You're Invited to a Corporate Headshot Photography Session!

Dear [Employee's Name],

We are excited to announce a photography session dedicated to capturing professional headshots for all team members. This is an excellent opportunity to update our corporate images for the website and marketing materials.

Details of the Session:

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] - [Insert End Time]
- **Location:** [Insert Location]

Please dress in professional attire and arrive at least 10 minutes before your scheduled time slot. This session is important for maintaining our professional image, and we encourage everyone to participate.

To confirm your participation and select a time slot, please reply to this email by [Insert RSVP Deadline].

Thank you, and we look forward to seeing you there!

Best regards,
[Your Name]
[Your Position]
[Company Name]