

You're Invited to Our Workplace Flu Shot Clinic!

Dear Team,

We are pleased to announce that we will be hosting a Flu Shot Clinic on **[Date]** from **[Start Time]** to **[End Time]** in **[Location]**.

To help keep our workplace healthy this season, we encourage everyone to participate. Flu shots will be provided at no cost to you and are a great way to protect yourself and your colleagues.

Please RSVP by **[RSVP Date]** to ensure we have enough supplies on hand.

Thank you for helping us maintain a healthy environment!

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]