

Flu Vaccination Clinic Invitation

Dear [Employee's Name],

We are pleased to announce that our annual Flu Vaccination Clinic will be held on [Date] from [Start Time] to [End Time] in [Location].

Protect yourself and your colleagues by getting vaccinated against the flu this season. This service is provided free of charge to all employees.

Please take a moment to review the details below:

- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Location]
- **Cost:** Free

We encourage everyone to participate and help maintain a healthy workplace. Please RSVP by [RSVP Date] if you plan to attend.

Thank you, and stay healthy!

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]