

# Flu Vaccination Clinic Announcement

Dear Employees,

We are pleased to announce that our annual Flu Vaccination Clinic will be held on **[date]** from **[start time]** to **[end time]** in **[location]**.

The flu vaccine is a safe and effective way to help protect yourself, your family, and your coworkers from the flu. We encourage all employees to participate.

Please schedule an appointment by **[RSVP deadline]** with **[contact person]** at **[contact email/phone]**.

Thank you for taking steps to ensure a healthy workplace.

Sincerely,

**[Your Name]**  
**[Your Position]**  
**[Company Name]**