

Company Picnic RSVP Request

Dear [Employee's Name],

We are excited to announce our annual Company Picnic on [Date] at [Location]. It will be a day filled with fun activities, delicious food, and great company!

Please let us know if you will be attending by filling out the RSVP form below:

Name:

Department:

Will you be attending?

Yes No

We hope to see you there!

Best regards,

[Your Name]

[Your Position]

[Company Name]