

Company Picnic Location Confirmation

Dear [Employee/Team Name],

We are excited to confirm the location for our upcoming company picnic!

Event Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Venue Name & Address]

Please mark your calendars and get ready for a day of fun, food, and fellowship!

If you have any questions, feel free to reach out.

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