

Invitation to Internal Position Fair

Dear [Employee's Name],

We are excited to invite you to our upcoming Internal Position Fair on [Date] from [Start Time] to [End Time] at [Location]. This event is a great opportunity for you to explore new career paths within our organization.

You will have the chance to meet with hiring managers, learn about available positions, and discuss your career interests. Whether you're looking for a new challenge or simply want to understand more about different roles, this event is for you!

Please RSVP by [RSVP Deadline] to confirm your attendance.

We look forward to seeing you there!

Best regards,

[Your Name]

[Your Job Title]

[Your Department]

[Company Name]