

# Attendance Notice

Date: [Insert Date]

To: [Recipient's Name]

Subject: Notice of Attendance - Workforce Recruitment Gathering

Dear [Recipient's Name],

We are pleased to announce that you have been selected to attend our upcoming Workforce Recruitment Gathering scheduled for [Insert Date and Time]. This event will provide an excellent opportunity for you to explore potential career options, network with industry professionals, and learn more about our organization.

Details of the gathering are as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

We kindly ask you to confirm your attendance by [Insert RSVP Date]. Please let us know if you have any questions or require further information.

We look forward to seeing you there!

Best Regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]