

Dear [Staff Member's Name],

We are excited to remind you about the upcoming Graduation Ceremony scheduled for [Date] at [Time]. The event will take place at [Venue].

Your presence is important as we celebrate the achievements of our graduates.

Please confirm your attendance by [RSVP Date].

Thank you for your support and dedication to our students!

Best regards,

[Your Name]

[Your Position]

[School/Institution Name]