

Employee Engagement Participation Confirmation

Date: [Insert Date]

To,

[Employee's Name]

[Employee's Job Title]

[Company's Name]

[Company's Address]

Dear [Employee's Name],

We are pleased to confirm your participation in the upcoming Employee Engagement Program scheduled for [insert date] at [insert location]. This program aims to foster teamwork, creativity, and communication among employees.

Your involvement is crucial to the success of this initiative, and we are excited to have you on board. Please mark your calendar and prepare for a rewarding experience.

If you have any questions or require further information, feel free to reach out to [contact person's name] at [contact number or email].

Thank you for your participation!

Sincerely,

[Your Name]

[Your Job Title]

[Company's Name]