

Reminder: Upcoming Employee Engagement Activities

Dear Team,

This is a friendly reminder about our upcoming employee engagement activities scheduled for the month of [Month]. We encourage everyone to participate and make the most out of these opportunities to connect with colleagues and enhance our workplace culture.

Activities Schedule:

- **Activity 1:** [Activity Name] - [Date] - [Time]
- **Activity 2:** [Activity Name] - [Date] - [Time]
- **Activity 3:** [Activity Name] - [Date] - [Time]

Please mark your calendars and prepare for a day of fun and camaraderie. If you have any questions or suggestions, feel free to reach out.

Looking forward to seeing you all there!

Best regards,

[Your Name]

[Your Position]

[Company Name]