

You're Invited to Join Our Employee Volunteer Program!

Dear [Employee's Name],

We are excited to announce the launch of our Employee Volunteer Program aimed at giving back to our community and making a positive impact. As a valued member of our team, we would love for you to be part of this initiative.

Please join us for an informational meeting on [Date] at [Time] in [Location]. We will discuss upcoming projects, volunteer opportunities, and how you can get involved.

Snacks and refreshments will be provided!

To RSVP, please reply to this email by [RSVP Date]. We hope to see you there!

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Phone Number]