

Annual Company Picnic RSVP

Dear [Employee's Name],

We are excited to announce our upcoming Annual Company Picnic scheduled for [Date] at [Location]. It's a great opportunity for us to relax, enjoy good food, and strengthen our team bonds.

Please let us know if you will be able to join us by [RSVP Deadline]. You can respond by replying to this email or contacting [Contact Person] at [Contact Information].

We hope you can make it!

Best,

[Your Name]
[Your Position]
[Company Name]