

# Notice of Cancellation: Company Picnic

Dear Team,

We regret to inform you that the upcoming company picnic scheduled for **[Date]** has been cancelled due to **[Reason]**.

We understand the excitement surrounding this event and apologize for any disappointment this may cause. We are currently exploring options to reschedule or organize alternative team-building activities in the near future.

Thank you for your understanding.

Best regards,

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