

Reminder: Upcoming Company Picnic!

Dear Team,

This is a friendly reminder about our upcoming company picnic scheduled for **[Date]** at **[Location]** from **[Start Time]** to **[End Time]**.

Please remember to bring your picnic essentials, including:

- Comfortable clothing
- Outdoor games and activities
- Sun protection (sunscreen, hats, etc.)
- Your favorite dish to share

We are excited to enjoy a day of fun, food, and camaraderie with all of you!

Best regards,
[Your Name]
[Your Position]