

Casual notification about an event

Subject: Invitation to Annual Company Picnic

Hi Everyone,

We are excited to announce that our Annual Company Picnic will take place on Saturday, 26th October at Riverside Park. Bring your family and friends for a fun day filled with games, food, and team activities.

Please RSVP by 20th October to help us plan the arrangements.

Cheers,

[Your Name]

[HR Department]

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