

Part of creating a great work environment is celebrating successes. Having a productive work culture means that sometimes employees want to relax together socially.

Let's have a staff picnic and you are going to organize it! As the official organizer of this event, you will be working with a team.

One of the most important components of planning any event is communicating the information to all involved in a professional manner.

ART 1: Write **two** business letters for this picnic.

First letter: Invite the company's CEO. This letter must be a formal business letter with respectful language. Include as many details as possible so she or he is clear about the time, date, location and theme (if you choose one).

Second letter: Invite your coworkers. As you will be able to clarify details of the event in face-to-face encounters, this letter can be casual but must still include the important date, time, and location details.

Time: Lunch

12:00pm - 4:00pm

Date: A spring picnic

Saturday, March 16, 2024

Location: Chinguacousy park

9050 Bramalea Road Central Park Drive & Queen Street East, Brampton ON L6S 6H1 · ~25.3 km

Theme: Sports day with prizes

Menu: Potluck

Everyone brings something to eat, of all sorts, including the ceo.

January 1, 2017

Ms Jane Doe
678 Back Street
Ottawa, ON
K3P 4M2

Megan Jones
ABC Marketing
123 Front Street
Ottawa, ON
K2K 1P7

Dear Ms. Doe,

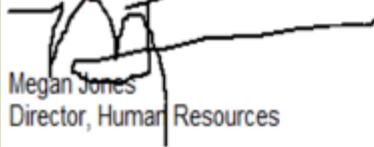
Congratulations on your promotion to the position of Assistant Director, Marketing Communications effective January 1, 2017.

The annual salary for this position will be \$42,000 paid on a weekly basis.

You will report to Jane Dolan, Director, Marketing Communications. She is looking forward to working with you as you transition into your new role at our company.

Again, congratulations on the new position. Please let me know if you have any questions regarding your compensation and benefits package.

Sincerely,



Megan Jones
Director, Human Resources

cc: Jane Dolan

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Siya Parikh, Wafeeqah Saka and Vanessa Eworo
30 Highcastle Rd, Scarborough ON M1E 4N1

Samsung
275 Brisdale Dr, Brampton,
ON L7A 3C7

February 23, 2024

Mr. Han Jong-Hee

85 Challenger Road, 6th Floor,
Ridgefield Park,
NJ 07660.

Dear Mr Han,

I hope this letter finds you well. It would be our pleasure to invite you to our springtime staff picnic hosted by the management team, Siya Parikh, Wafeeqah Saka and Vanessa Eworo. This picnic will be on March 17th, 2024 at 12:00pm to 4:00pm in Chinguacousy park, as a beginning-of-spring brunch filled to the brim with exciting and team-building games that motivate our staff. Your presence will elevate the event being an admirable figure in our workplace, encouraging others to participate. While, it can also be a fun event for you!

In order to convey a fun-filled atmosphere and fulfill our objective of improved communication and problem solving skills, the theme of the picnic and its activities will be 'Olympic Games'. There is a wide range of sports and games available for you to participate in, such as soccer, volleyball, badminton, tug-of-war, coin toss, three-legged race, and many others. There will be a variety of prizes awarded to players who win a certain game. The prizes encompass Tim Hortons gift cards, a subscription to Amazon Prime, Samsung Galaxy Buds, and various other inclusive gifts. These gifts have the potential to motivate our staff to increase their productivity, making them an essential component of our company's efficiency.

Moreover, the food will be potluck-based, and along with the staff, you are also welcome to bring an assortment of your choice. However please keep in mind that this is a nut-free picnic to avoid unintentional accidents occurring. You are of course welcome to bring an esteemed guest or a family member to join us in this picnic. To facilitate our planning, we kindly ask that you RSVP by March 8th, 2024 to let us know if you will be attending and if you will be accompanied by a guest.

We would all be delighted if you could join us

Best regards,

A handwritten signature in black ink, consisting of a stylized, cursive letter 'S' with a long, sweeping horizontal stroke extending to the left.

Siya Parikh, Wafeeqah Saka and Vannessa Eworo.

Second letter: Invite your coworkers. As you will be able to clarify details of the event in face-to-face encounters, this letter can be casual but must still include the important date, time, and location details.

Submit your letters to the teacher.

Siya Parikh, Wafeeqah Saka and Vannessa Eworo
30 Highcastle Rd, Scarborough ON M1E 4N1

Samsung

275 Brisdale Dr, Brampton,
ON L7A 3C7

February 23, 2024

Dear Colleague,

I hope this letter finds you well. I am writing to you a;; to discuss a springtime staff picnic hosted by the management team, Siya Parikh, Wafeeqah Saka and Vannessa Eworo. This picnic will be on March 17th, 2024 at 12:00pm to 4:00pm Chinguacousy park, as a beginning-of-spring brunch filled to the brim with exciting and team-building games that will be an exciting afternoon for us all. It would be lovely to have you all there. As an employee of this company I believe that me and you both need this quick break.

For the purpose of having a fun-filled atmosphere and fulfilling our objective for employees like yourself, the theme of the picnic and its activities will be the 'Olympic Games'. There will be a whole bunch of sports and games to play such as soccer, volleyball, badminton, tug-of-war, coin toss, a three-legged race, and more. There will be a variety of prizes awarded to you by winning a certain game, prizes like, Tim Hortons gift cards, a subscription to Amazon Prime,our own Samsung Galaxy Buds and several other delightful gifts.

Moreover, the food is from a potluck, so feel free to bring whatever you want, however please keep in mind that this is a nut-free picnic to avoid unintentional accidents occurring. Please RSVP by March 8th, 2024 to let us know if you are able to attend. If you have any food allergies or other needs, just give us a heads up and we'll take care of it.

We would be delighted for you to join the fun.

Yours Sincerely,

A handwritten signature in black ink, appearing to be a stylized 'S' or 'B' with a long horizontal stroke extending to the left.

Siya Parikh, Wafeeqah Saka and Vannessa Eworo.