

*Memo: Company Picnic Announcement*

*To: All Employees*

*From: Human Resources Department*

*Date: September 15, 2024*

*Subject: Annual Company Picnic*

*We are excited to announce our upcoming annual company picnic! This year's event promises to be a fun-filled day for all employees and their families.*

*Details:*

*- Date: Saturday, October 5, 2024*

*- Time: 11:00 AM - 4:00 PM*

*- Location: Sunshine Park, 123 Main Street*

*Activities:*

*1. BBQ lunch (vegetarian options available)*

*2. Team building games*

*3. Face painting for kids*

*4. Live music*

*5. Raffle with prizes*

*Please RSVP by September 30th to ensure we have an accurate headcount for food and activities. You can respond to this email or use the sign-up sheet in the break room.*

*Don't forget to bring:*

*- Sunscreen*

*- Comfortable shoes*

*- A dish to share (optional)*

*We look forward to seeing everyone there for a day of relaxation and team bonding!*

*Best regards,*

*The HR Team*