

# Notice

Notice is a form of communication required for various purposes. It is used to communicate important and formal information to announce or inform the general public or specific group of people about an event, celebration, occasion, or inauguration. As it is designed to be read by groups of people, it is printed in a larger typeface so that it can be read at a distance. A notice is more likely to have legal standing.

There are many types of notices used across various organizations but a few most common types of notices are:

- Informational Notice
- Prohibition Notice
- Warning Notice
- Invitation Notice
- Public Notice

## Format

Regarding the formats of the notices, they can be written in several formats depending on the requirements. The most common formats include: a memo format, a letter format, and an email format.

## Elements of a Notice

- Name of the organization/ authority
- The title saying 'NOTICE'
- Date
- A heading/title to introduce the subject of the notice (center aligned)
- Main information
- Time and Venue
- Signature of the signatory

**Sample**

XYZ International School, Kathmandu ← Organization's Name  
**NOTICE** ← Title as "NOTICE"  
 December 22, 2024 ← Current Date  
 Saraswati Pooja ← Title of the Subject

On the auspicious occasion of Saraswati Pooja, the School has organized a gathering for Pooja ceremony of Goddess Saraswati followed by lunch. All the teaching faculties, officials and students of the school are requested to attend the event at 6:00 am on 24th of December 2024.

Binay Kumar Upreti ← Writer's Name  
 Principal, XYZ International School New Baneswor,  
 Kathmandu ← Designation & Signature

**Notice in a Memo Format****School of Science and Technology**

Kathmandu, Nepal

**From:** Bikash Chaudhary, (Secretary, Science Society)**To:** The Staff**Date:** Dec 22, 2024**Subject:** Science Society Meeting

On the occasion of Annual Science and Technology Day, the school is going to organize a fair. All the staff are requested to attend a meeting in the School Library on 30 December 2024 at 2 pm to discuss the arrangements for the science fair.

In case you cannot attend the event, contact the reception desk before it is too late.

**Notice in a Letter Format****Bharosa Construction**

Baneswor, Kathmandu, Nepal

**Notice**

Dec 24, 2024

**Subject:** Attending the Meeting

Dear Sagar Baidya,

Our office is having a regular monthly Management Committee Meeting on 28 of this month to discuss important issues related to the measures we should take to address the government's new policies. Please check the enclosed attachment for the agenda of the meeting. You are expected to attend the meeting with preparations. The meeting will take place at the conference hall of our office.

Shiva Raj Paneru

Secretary

Bharosa Construction