

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

NOTICE

December 22, 2024

Saraswati Pooja

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

Principal, XYZ International School New Baneswor, Kathmandu

Organization's Name

Title as "NOTICE"

Current Date

Title of the Subject

Writer's Name

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