

Announcing Annual Company Outing or Picnic Letter

Date: January 25, 2021

Dear Employees,

This is to inform you all the company will be organizing the annual picnic on November 1st, 2021 at New Vibes Beach Resort for all the employees.

Just like any other year, this year as well you all are invited to join us for the picnic along with your families. The picnic that was held the last year gave all the employees to interact with each other outside work and relax as they played games and enjoyed the meals. To add more fun to this event, we are also organizing a barbeque evening at the beach along with live music by a popular local band which will be the highlight of the event.

All the employees are requested to participate in the event with their families to make it a great success. You all are requested to confirm your attendance with Ms. Ana Smith, HR Executive and in case, you will not be able to make it, please inform the same to her. The last date to submit your confirmations is January 31st, 2022.

Looking forward to have some good times together.

Regards,

Anthony Gere

Manager

Zenith Technologies

Source letter: [Company Annual Outing Announcement Letter](#)

Sample Memo On A Companies Picnic

H Kauffman



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