

Company event memo example

Memorandum

Date: April 15, 2024
To: All employees
From: Jan Wilder, Event coordinator
Subject: Company picnic and team-building event

Event details:

Date: May 1, 2024
Time: 11 a.m.-3 p.m.
Location: [Local park/outdoor venue]
Activities: Games, competitions, and a barbecue lunch

RSVP:

Please RSVP to Jan Wilder, our event coordinator, by **April 25, 2024**, to confirm your attendance and indicate any dietary restrictions or special accommodations needed.

Next steps:

Additional details and logistics will be provided closer to the event date. We encourage all employees to participate and make the most of this opportunity to connect with colleagues outside of the office environment.

Thank you for your enthusiasm and participation. I look forward to a fun-filled day of team bonding.

Sincerely,

Jan Wilder
Event coordinator

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Sabine Zange



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