Date:

Dear employee,

ABC Solutions has always taken its employee's mental health into account; hence we announce additional leaves, fun activities, and other perks from time to time for our esteemed workers. We believe that all of you are like a family to us. Investing in your satisfaction and contentment promises productivity, a good company environment, and of course, and not to mention the boost in your morale to skyrocket the business. So, this serves as a win-win for us all.

Keeping the long-run tradition of the company, we are yet announcing another picnic for all our employees. Please join us with your families at Bey Area Beach from 2 pm-5 pm where many exciting activities are waiting for you. Lunch will be served by the company. Be punctual so you do not miss out on any perks as you have a lot of surprises to unfold. Moreover, children are also welcome as it is a family event.

Should you have any queries or confusions, please feel free to contact Mr. Mike from HR department in his office during official timing.

With best wishes,

CEO  
ABC Solutions