

## Office Seminar Invitation Letter

Dear Team,

1. I would like to take this opportunity to invite all to you for one day seminar on \_\_\_\_\_ . We have invited two professional speakers Mr. \_\_\_\_\_ & Mr. \_\_\_\_\_ for this seminar.
2. This seminar will be held on December 15, 2012 (Saturday) at \_\_\_\_\_ from 12:00 PM to 4:00 PM. Lunch arrangements have been made in the club canteen. Seminar is interactive and there will be Fun activities for everyone.
3. This seminar is organized for employee's education & motivation, which can lead us to take our organization to higher levels. Employees are expected to be in office as per regular timing. We all will proceed to the venue together from office by 11:30 AM.

Please note: Attendance is mandatory for all the employees.

**Prakriti Joshi**

**Date: -**